

2024 YEAR 6 LAPTOP SETUP AND SOFTWARE INSTRUCTIONS



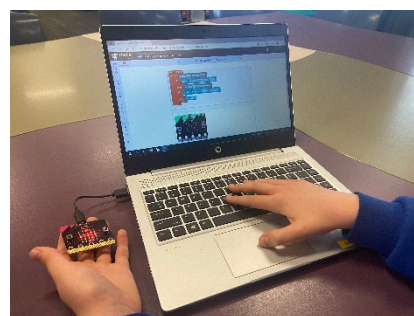
TECHNICAL ASSISTANCE

If you have any difficulties with these instructions we are here to help! Contact us first via email on byox@middleparkss.eq.edu.au as we may be able to solve your problem remotely. On-site assistance will also be available during the Pupil Free Week (15th-19th January, 2024) and throughout the first few weeks of the school year. If you have your laptop before the end of Year 5, you are free to set up early and on-site assistance can be provided ahead of the holidays.

INITIAL SETUP FOR NEW LAPTOPS

Turn on your new laptop and you will be prompted to make decisions around:

- Language and Region
- Keyboard
- Network – connecting to your home internet
- Windows 11 License Agreement
- Computer name and password
- Security questions
- Privacy settings
- Registration for support and warranty
- Virus protection
- Account creation - please create a '**Local account**' as a way of logging in to the laptop by selecting 'Add a user without a Microsoft account'. Note that if a local account is not created from home, we will need to create this at school so your child can access our school network.



SETUP FOR USE AT SCHOOL FOR NEW AND EXISTING LAPTOPS

Before you start, have your child's school username and password nearby. Contact byox@middleparkss.eq.edu.au if you are unsure about these details.

In order for your child's laptop to function at school, you need to undertake the following processes at home:



- Connect laptop to your child's school-based Microsoft account
- Sign in to the Department of Education's 'Intune' program
- Download specified software (e.g. BYOX Link, Paint)
- Sign in to school email account

To complete the above steps ahead of the 2024 school year, follow the instructions in this video:

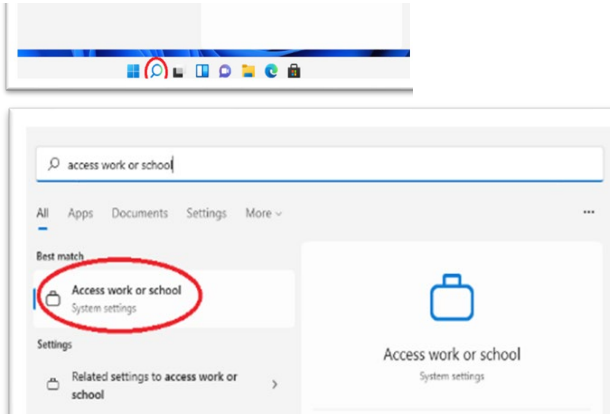


https://www.youtube.com/watch?v=ll_xqO3Fsto

Alternatively, follow these screenshots:

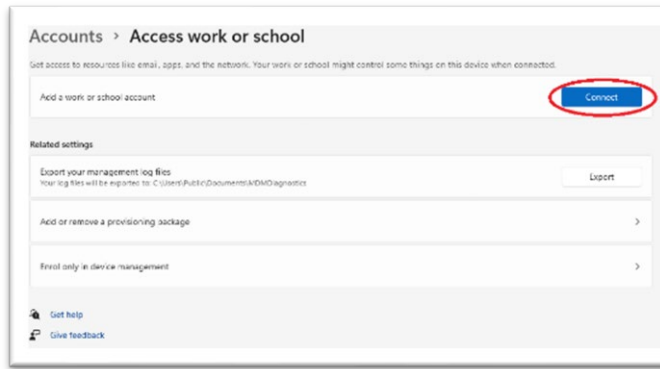
Enrolment into Intune (after first connecting to home internet)

1. Left click on the **Search** icon (bottom left of task bar).
2. Search for “**Access work or school**”.

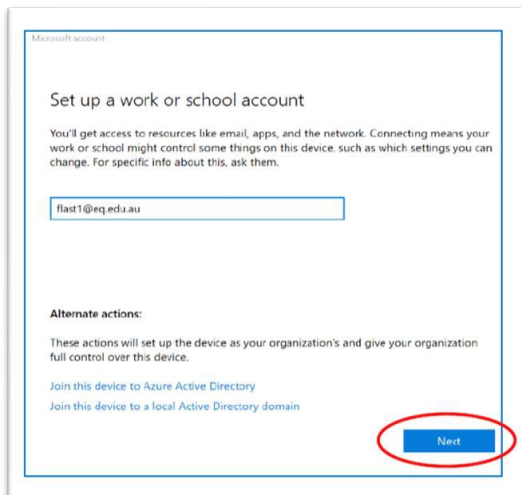


3. If a previous account user is already signed in (e.g. older sibling or parent), you may wish to select that account and ‘**Disconnect**’.

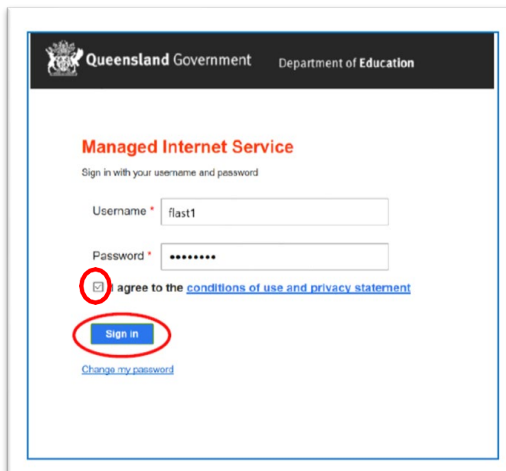
4. Select **Connect**.



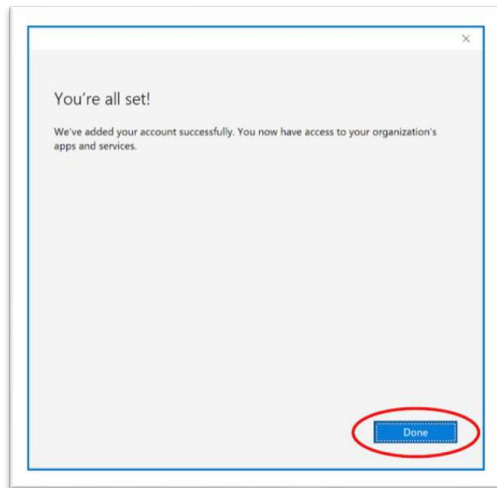
5. Type your child’s school email address using their username followed by [@eq.edu.au](mailto:flast1@eq.edu.au) (e.g. flast1@eq.edu.au)
6. Select **Next**.



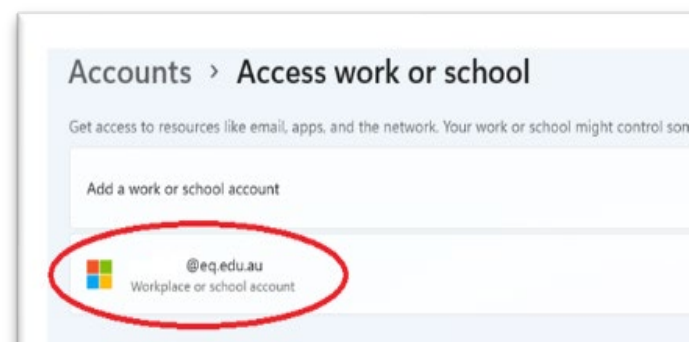
7. Log in with student **username** (e.g. flast1) and **password**.
8. Tick to agree to . . .
9. Select **Sign in**.



10. Select **Done**.



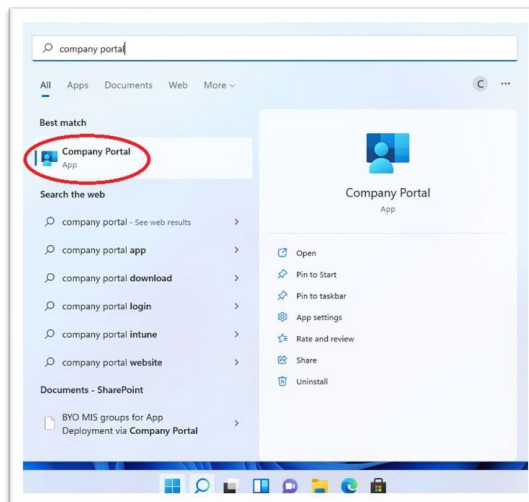
11. Check the student account has been added. You should see account details displayed.



Company Portal installation

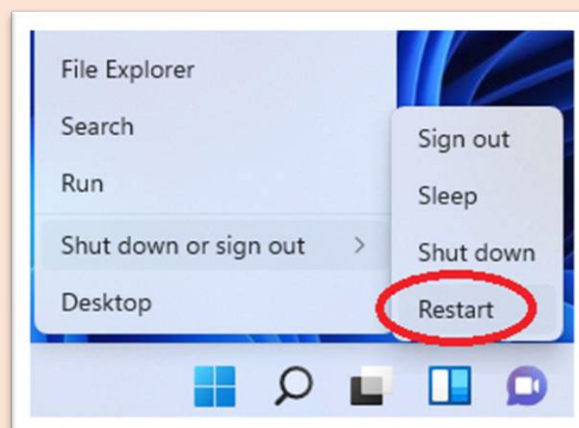
Completing the above steps will initiate the installation of **Company Portal** which connects the device to the EQNET network. It can take up to 15 minutes for Company Portal to download.

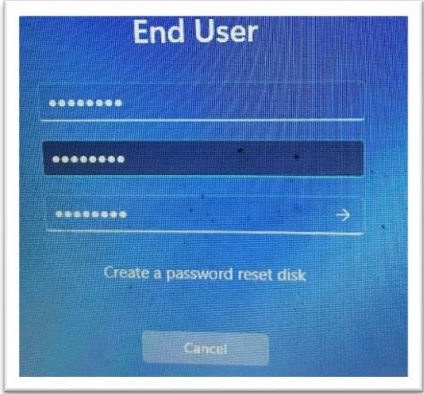
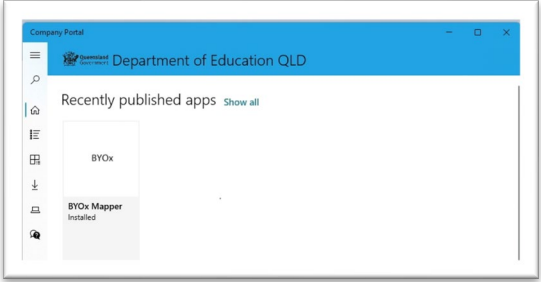
12. Select the **Search** icon and search for Company Portal. Wait until you can see it has been downloaded before proceeding.



Important!

13. **Restart** the device.



<p>14. Each device is different but you may be prompted to change the device password upon restarting. This is different to the school username and password.</p>	
<p>15. Your device should now be ready to download programs listed in Company Portal e.g. BYOx Mapper.</p>	

ADDITIONAL SOFTWARE TO DOWNLOAD

Student laptops should have the latest versions of the following software downloaded and ready for the 2024 school year. Please install using the download link for each:

SOFTWARE	PURPOSE	DOWNLOAD LINK
Edge Chromium Browser	Default internet searching	Click here
Google Chrome Browser	Alternative internet searching	Click here
Adobe Acrobat Reader	PDF viewer	Click here
VLC Player	Video editor and player	Click here
Minecraft Education	3D crafting and design	Click here

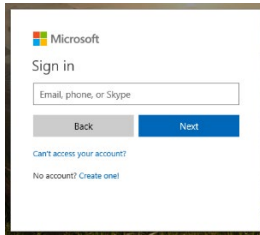
MICROSOFT OFFICE 365 INSTALLATION

Existing Windows 10 and 11 devices may already have Microsoft Office (OneDrive, Word, Excel, PowerPoint, OneNote etc) installed but will need to have previous account users signed out and the new user signed in, using school email address, username and password.

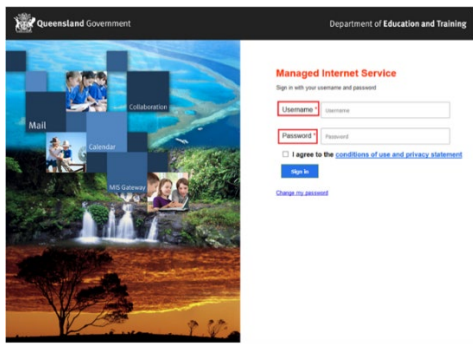
New Windows 11 devices will need to have the full version of Microsoft Office installed by following these instructions:

1. Open internet browser and navigate to <http://office.com>
2. In the top right corner select **Sign in**.

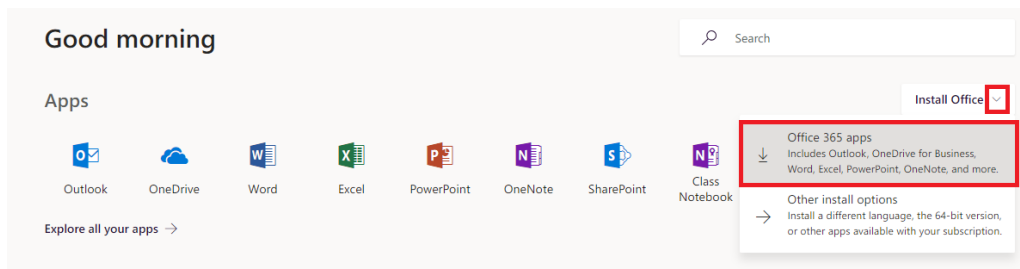
3. In the username field, type in your email address (e.g. flast1@eq.edu.au) and select **Next**.



4. You will be prompted for your username and password on the online authentication page. Type your username (e.g. flast1 - NOT full email address) and password.
5. Select **Sign in**.



6. In the top right corner, select **Install Office** then **Office O365 apps**.

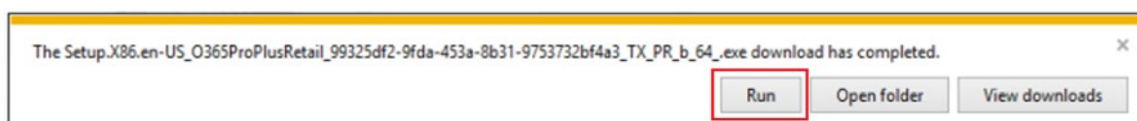


7. A pop up message will appear prompting you to run or save the .exe file. Ensure that the source is as per below - c2rsetup.officeapps.live.com.

8. Select **Save**. The file will automatically begin to download.

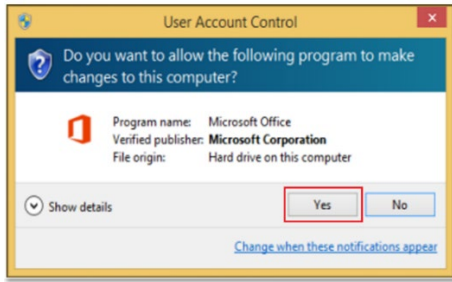


9. When the file has completed downloading, select **Run**.

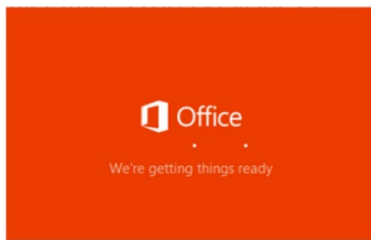


Please note this file is approx. 2GB and may take a while to download depending on your bandwidth speed.

10. You will be prompted with a message to make changes to your computer. Select 'Yes'.



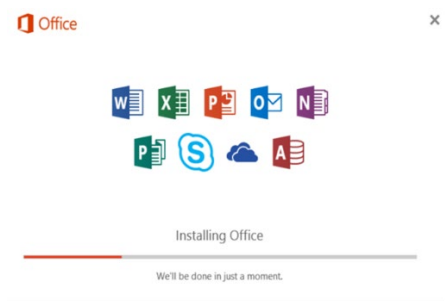
11. Office will start downloading. Wait for this to finish.



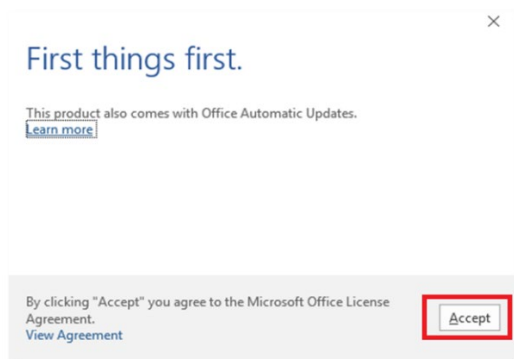
You will also see the office icon pop up on the task bar.



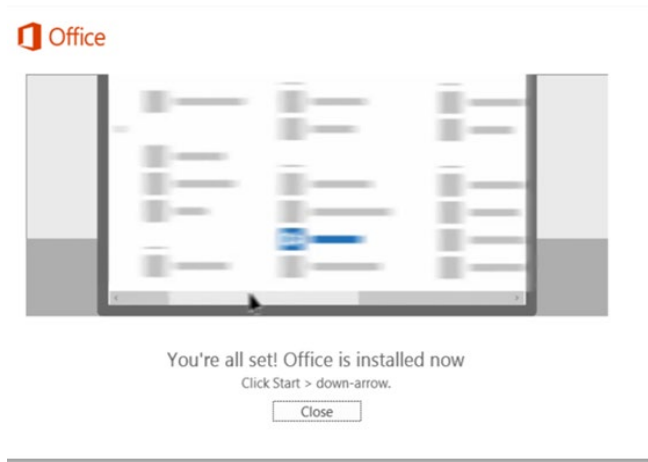
Note: If you currently have Office 2013 installed, ensure all Microsoft applications are closed during the installation. You may be prompted to close all Microsoft applications if they are still open.



12. You will be prompted with the Microsoft Office License Agreement. View Agreement and select **Accept**.

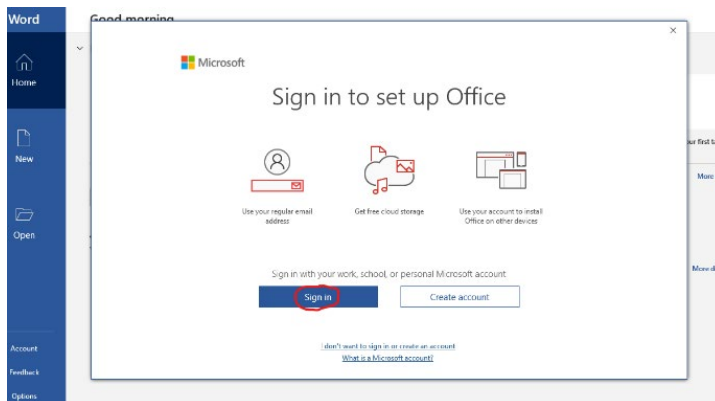


13. After Office 365 finishes installing, a message will appear to inform it has completed. Select **Close**.

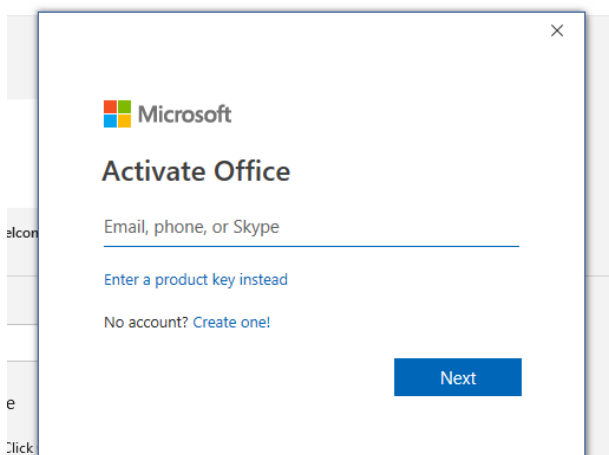


14. Restart your computer to ensure all changes have applied successfully.

15. Navigate to Microsoft Word and select **Sign in**.



16. Enter school email address then select **Next**. You may be prompted to put in your username and password at the next screen.



17. Open all other Microsoft apps (e.g. Excel, PowerPoint, OneDrive, OneNote etc) and check they have all been signed in.

Your Microsoft Office 365 software is now ready for you to use. This software is only for personal devices and will remain available as long as you are a Queensland state school student.