

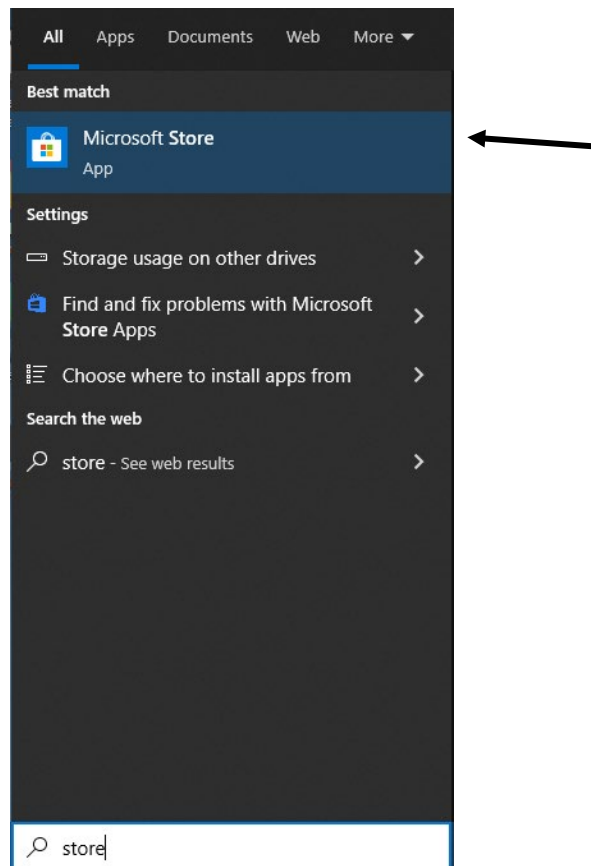
Taylors Lakes Secondary College

BYOD Device guide for Windows

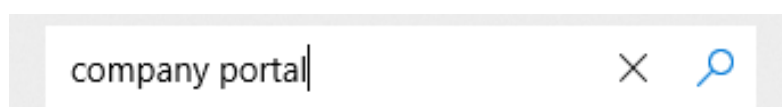
1. Click the start button



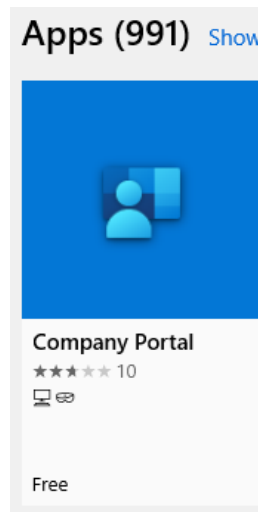
2. Search for 'Store', then select 'Microsoft Store'



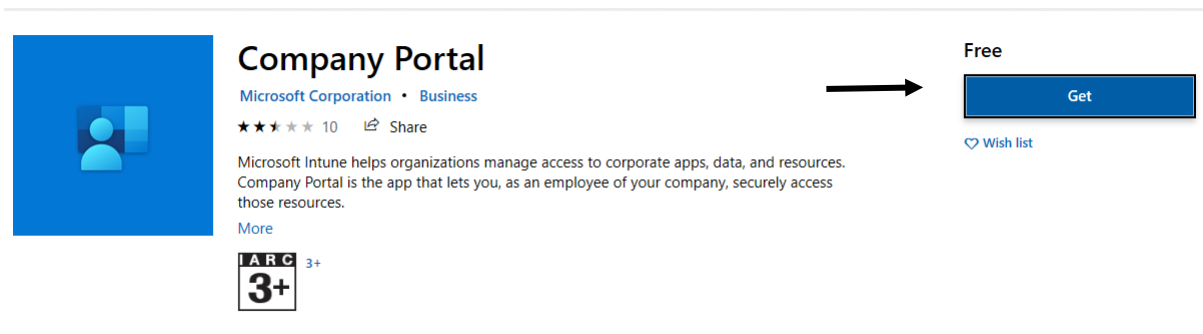
3. Search for 'Company Portal'



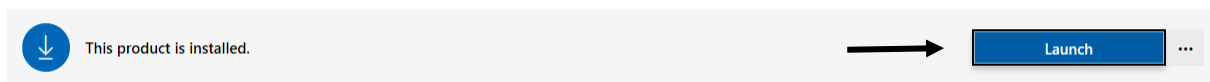
4. Click 'Company Portal'



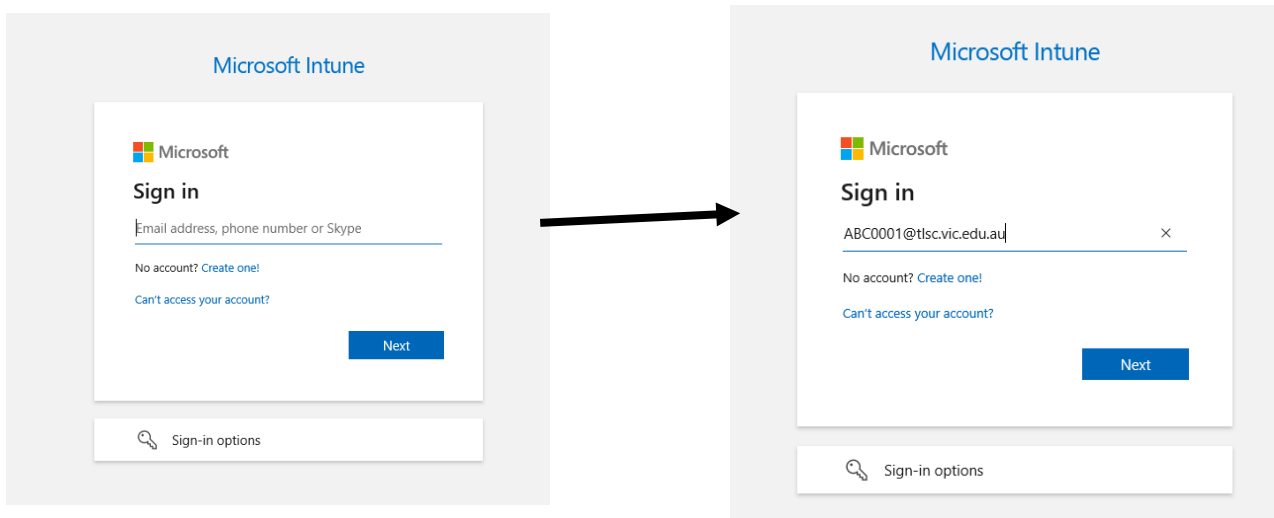
5. Click 'Get', then wait for the app to be installed



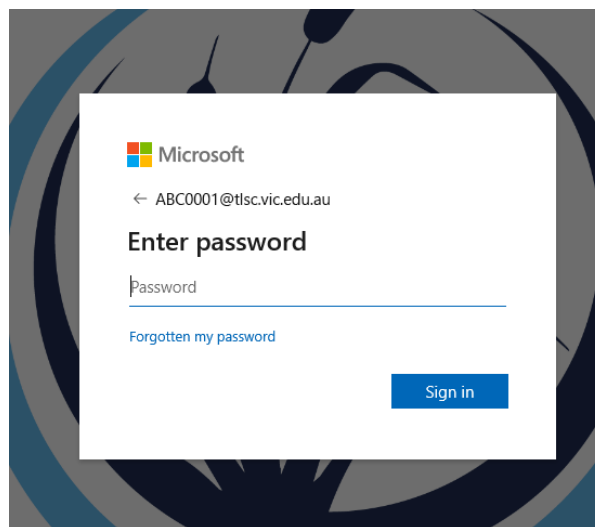
6. Once installed, click 'Launch'



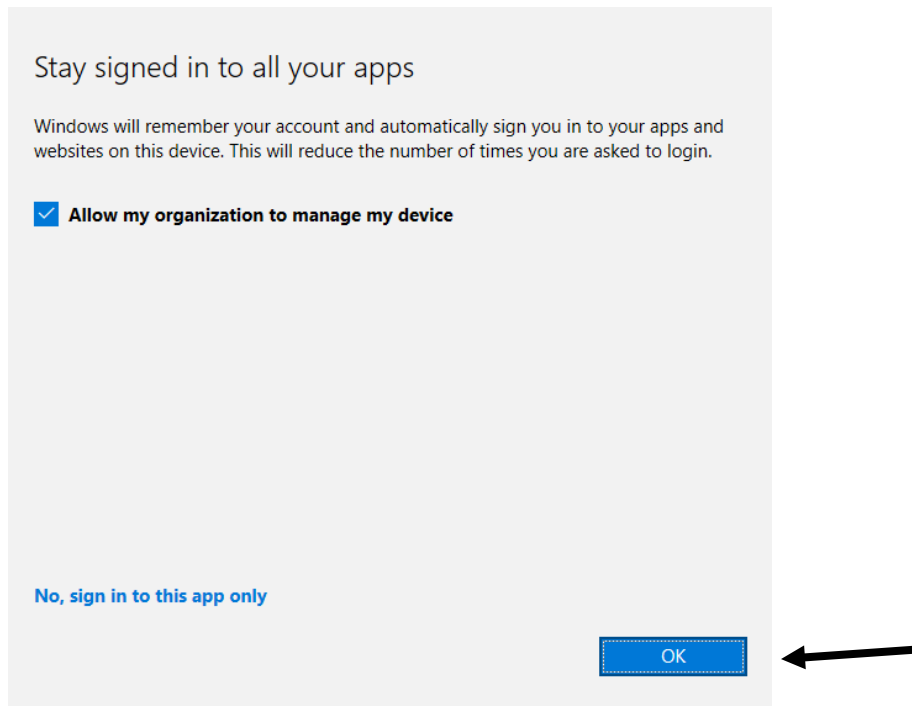
7. Enter your student email, then click 'Next'



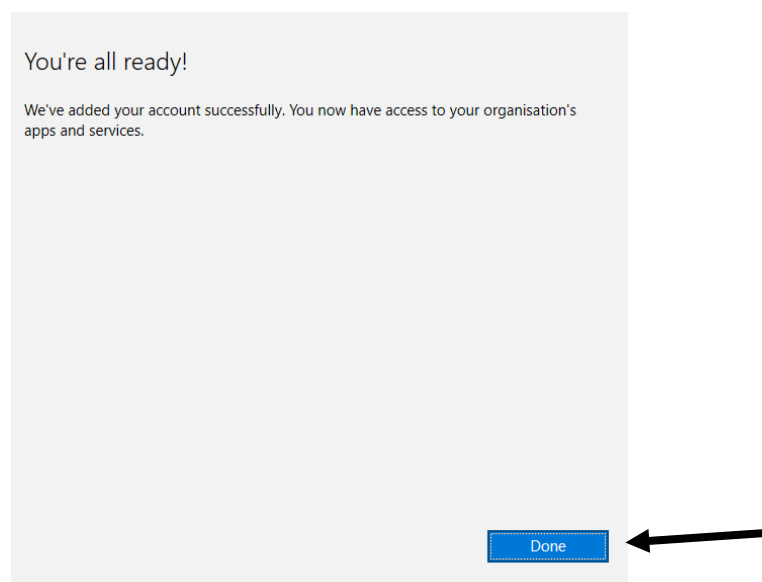
8. Enter your student password, then click 'Sign In'



9. Click Ok



10. When finished, click 'Done'



11. On the Company Portal App, click 'This device hasn't been setup....'

Taylors Lakes Secondary College

Recently published apps

Your IT administrator did not make any apps available to you.



Devices [Show all](#)

 This device hasn't been set up for corporate use yet. Select this message to begin setup.


12. Click 'Next'

Set up your device

We'll help you set up this device for use with your company. You only have to do this once per device.

1. Add corporate account to this device 
2. Connect this device to work 

You can use the Company Portal even if you don't complete these steps, but you won't be able to install your company apps or access some company resources.

[Next](#) 


13. Click 'Connect'

Connect to work

You must connect this device to work to access company apps and resources.

Select "Connect" and follow the instructions.

When you're done, come back to this page to finish setup. You can keep an eye on progress at the bottom of the page.

 **Connect**

[What happens when I connect my device to work?](#)

[What can IT see when I connect my device to work?](#)

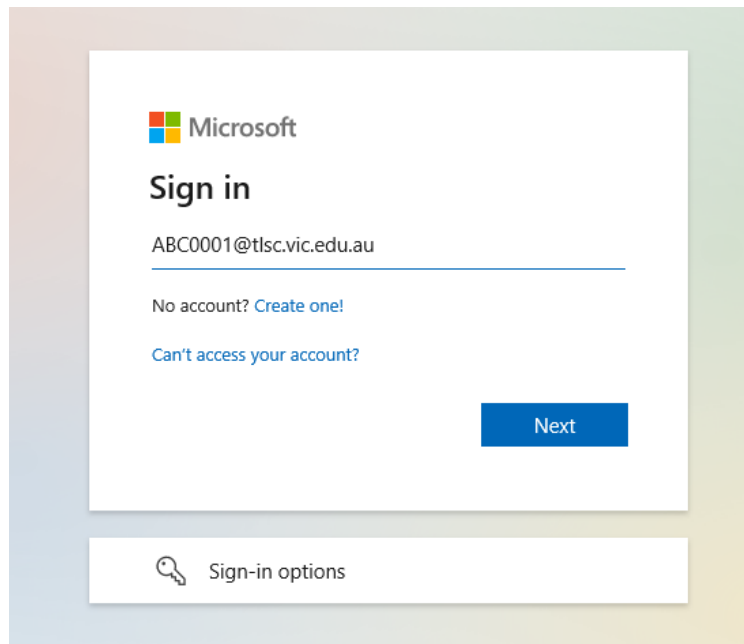
14. Enter your student email, then click Next

Set up a work or school account

You'll get access to resources such as email, apps and the network. Connecting means that your work or school might control some things on this device, such as which settings you can change. For specific info about this, ask them.

Next

15. Enter your student email again, then click Next



Microsoft

Sign in

ABC0001@tlsc.vic.edu.au

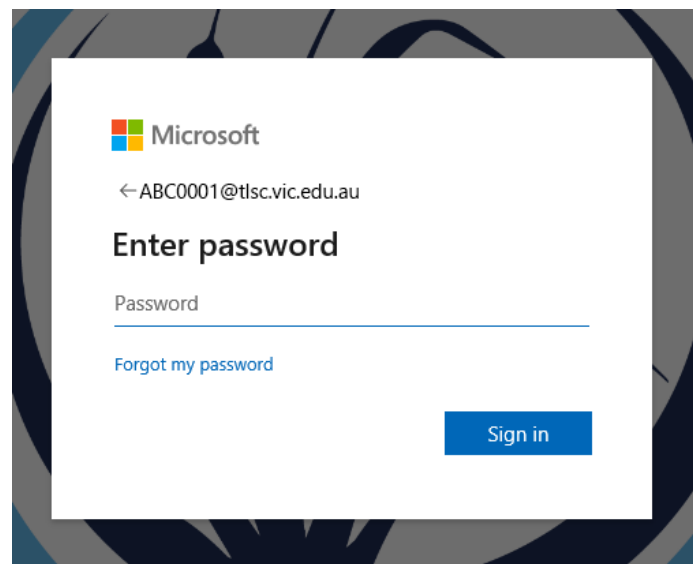
No account? [Create one!](#)

[Can't access your account?](#)

Next

Sign-in options

16. Enter your password, then click Next



Microsoft

← ABC0001@tlsc.vic.edu.au

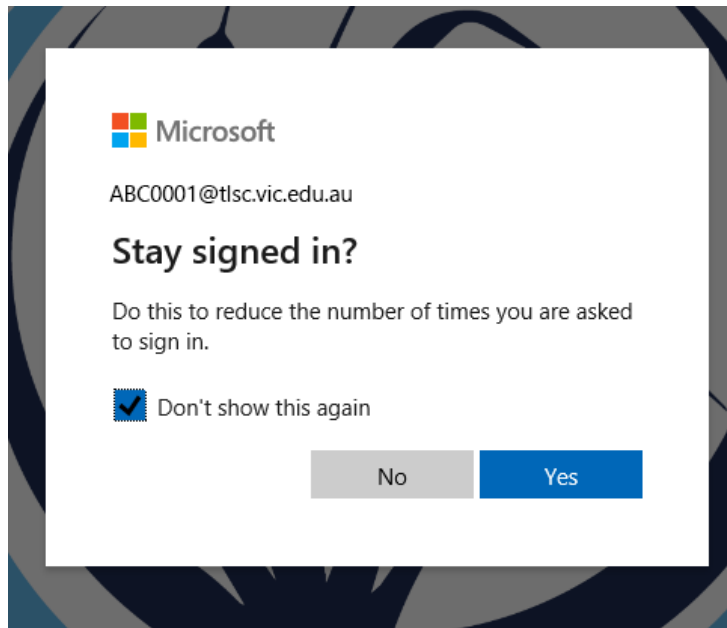
Enter password

Password

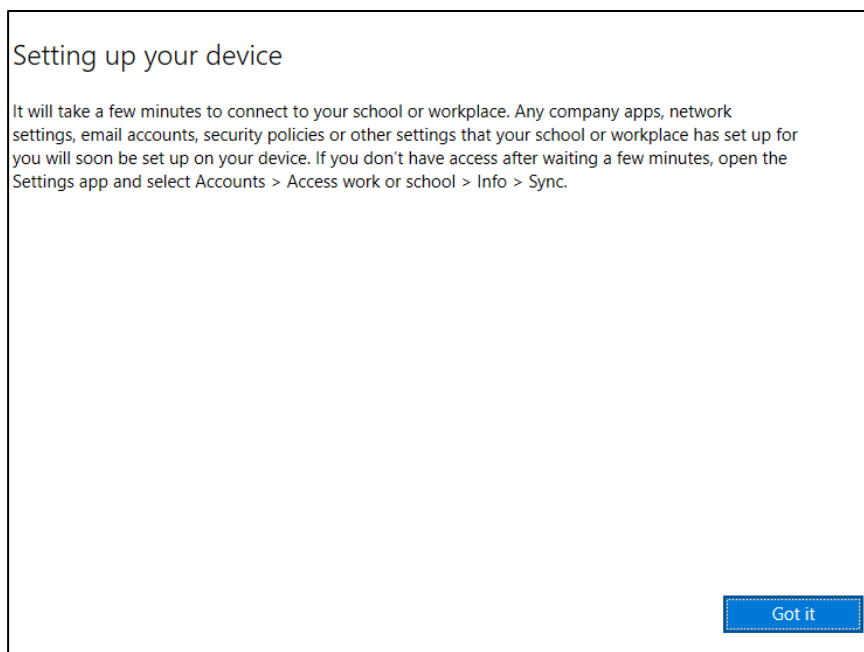
[Forgot my password](#)

Sign in

17. Click 'Don't show this again', then click 'Yes'



18. Click 'Got It'




19. Click 'Next'

Connect to work

You must connect this device to work to access company apps and resources.


Select "Connect" and follow the instructions.


When you're done, come back to this page to finish setup.
You can keep an eye on progress at the bottom of the page.

 Connect

[What happens when I connect my device to work?](#)

[What can IT see when I connect my device to work?](#)

 Your device is now connected to work!
Select Next to continue.



Next 


20. Click Done

You're all set!

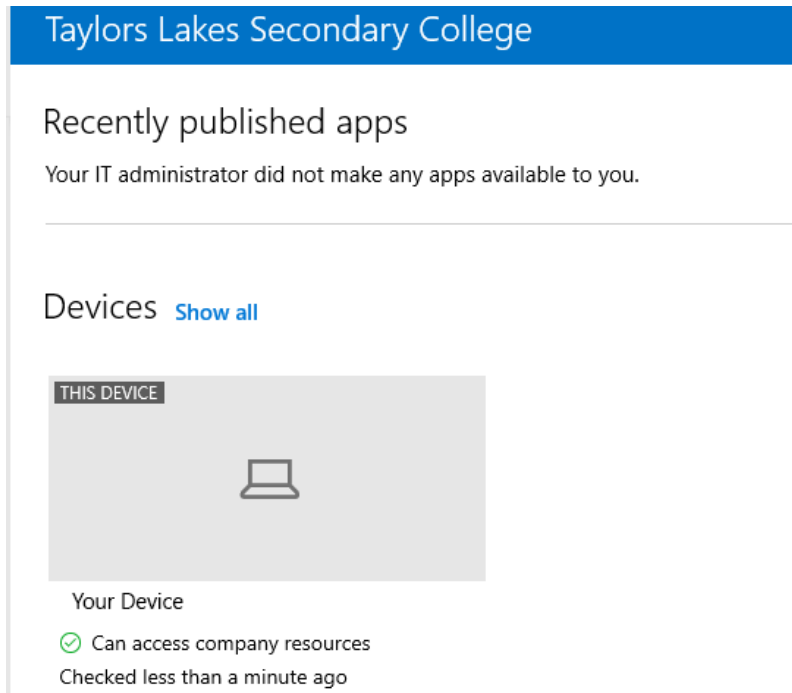
This device is now set up for management. You should be able to access company apps and resources soon.

If you have difficulty accessing company resources, contact your IT administrator for assistance.

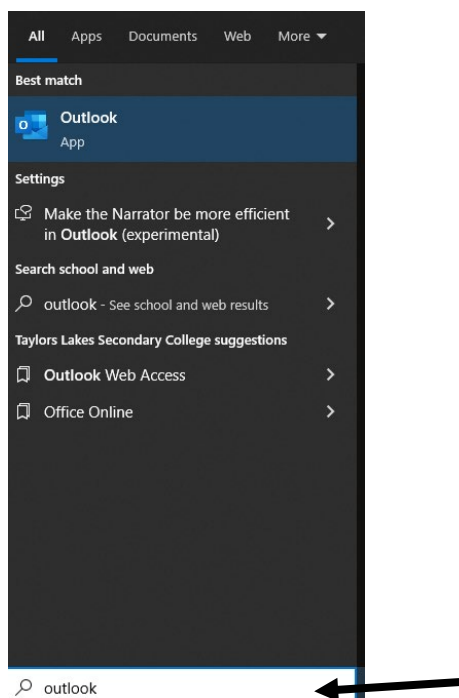
1. Add corporate account to this device 
2. Connect this device to work 

Done 

21. Your device has been enrolled to the college, please allow 30 minutes before proceeding. This will allow your device to download the school software. Please leave your laptop on and leave this screen open to allow this to happen.



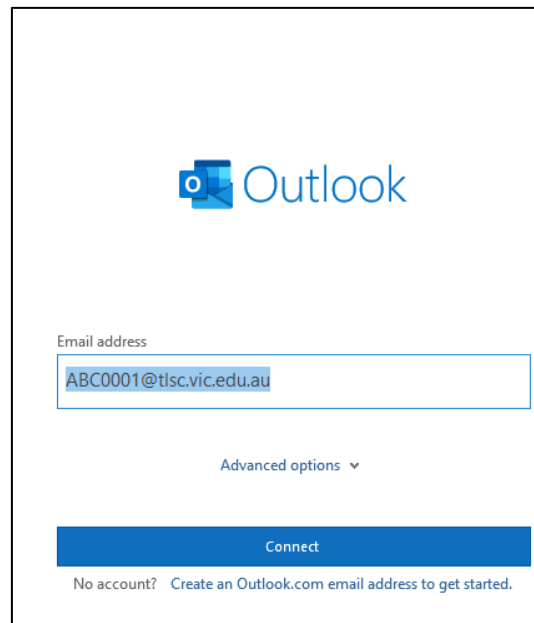
22. After 30 minutes, search Outlook from the start menu.



- If you're unable to find Outlook, please wait another half an hour for the apps to download.
- If you still cannot find the Outlook app, please visit the ICT website to manually download the Office package here:

<https://www.ict.tlsc.vic.edu.au/copy-of-install-office365-mac>

23. Type your email, then click Connect



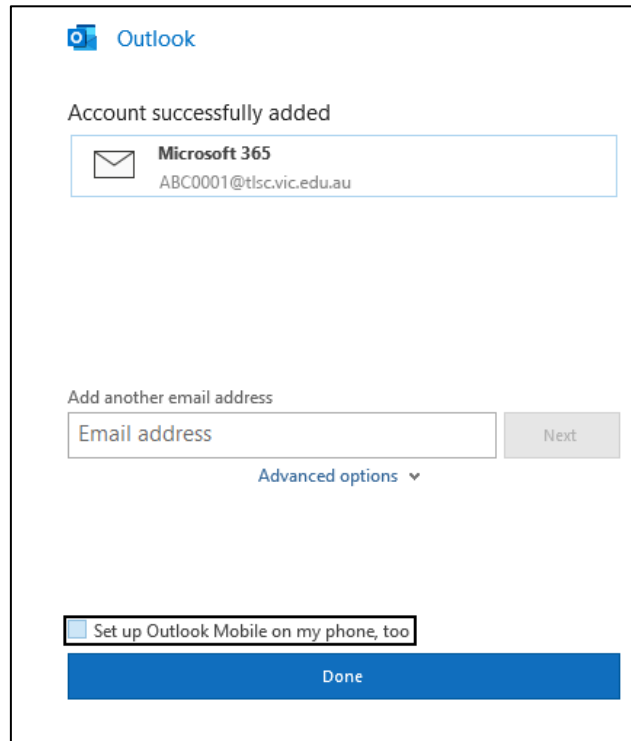
The image shows the Outlook connection interface. At the top center is the Outlook logo. Below it is a text input field labeled "Email address" containing the text "ABC0001@tlsc.vic.edu.au". Underneath the input field is a link "Advanced options" with a downward arrow. At the bottom is a blue "Connect" button. Below the button is a link: "No account? Create an Outlook.com email address to get started."

24. If prompted, enter your password, select 'Remember my credentials', then press 'OK'.



The image shows a Windows Security dialog box titled "Microsoft Outlook". It displays "Connecting to ABC0001@tlsc.vic.edu.au". There are two input fields: the first contains the email address "ABC0001@tlsc.vic.edu.au" and the second contains a masked password represented by seven dots. Below the password field is a checked checkbox labeled "Remember my credentials". At the bottom are "OK" and "Cancel" buttons.

25. Uncheck mobile, click Done



The screenshot shows the Outlook account setup interface. At the top, the Outlook logo and the text "Outlook" are visible. Below this, a message states "Account successfully added". A box displays the account name "Microsoft 365" and the email address "ABC0001@tlsc.vic.edu.au". There is a section for "Add another email address" with an input field labeled "Email address" and a "Next" button. Below the input field is a link for "Advanced options". At the bottom, there is a checkbox labeled "Set up Outlook Mobile on my phone, too" which is currently unchecked. A large blue "Done" button is positioned at the very bottom of the screen.

26. Click Accept



Accept the license agreement

Microsoft 365 Apps for enterprise includes these apps:



This product also comes with Office Automatic Updates.

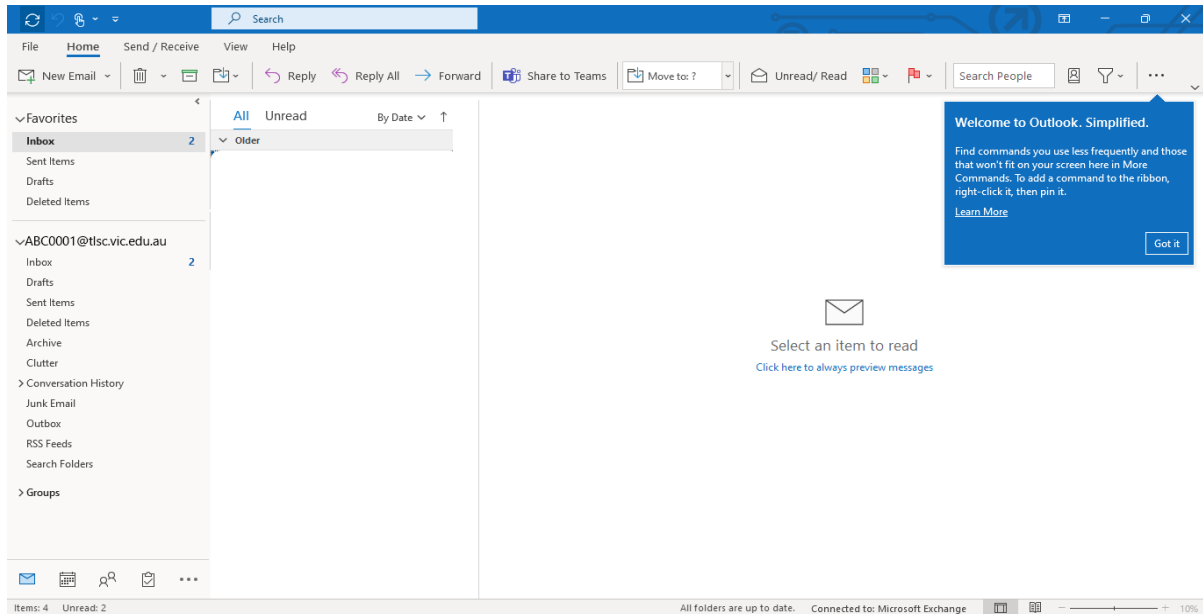
[Learn more](#)

By selecting Accept, you agree to the Microsoft Office License Agreement

[View Agreement](#)

Accept

27. Your student emails are now ready, you may close Outlook.



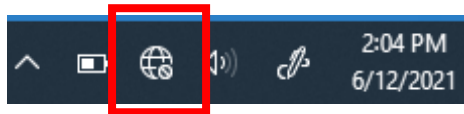
You have now completed the device setup guide from home.
Please fill out this quick survey to let I.T. know you have completed the guide, and to report any issues you have experienced.

<https://forms.office.com/r/t8igKfYhFx>

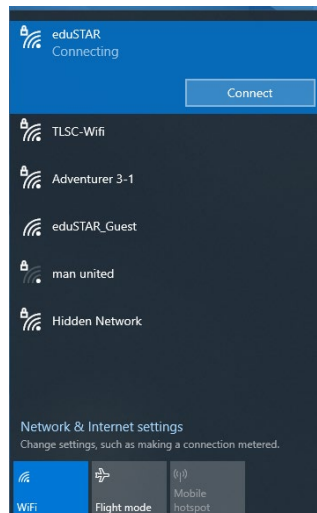
The remaining steps to setup your device must be performed at school.

- Please ensure you have your student email and password with you on the first day back to complete the below instructions. This is very important.
- You will receive assistance to complete the below instructions during orientation session.

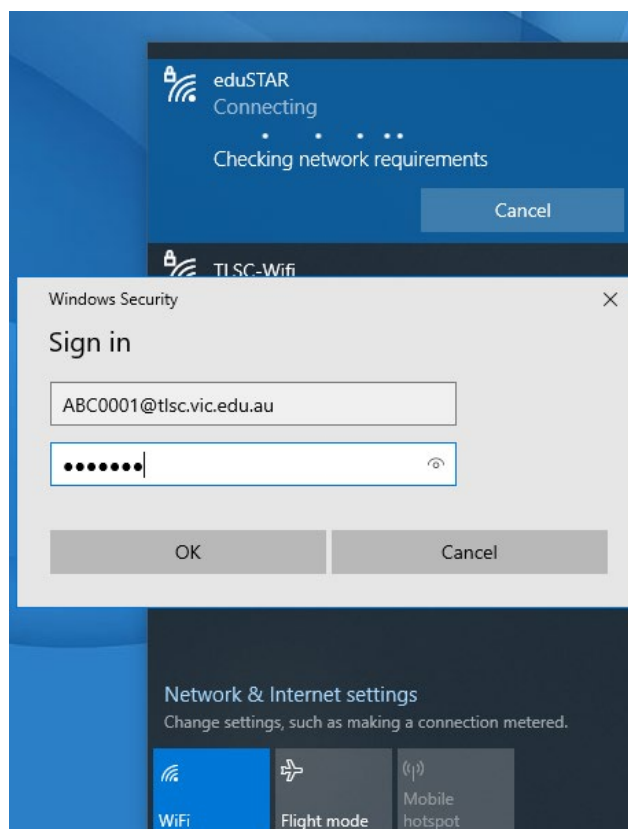
28. Click the Wifi Globe icon



29. Click 'eduSTAR', then click 'Connect'



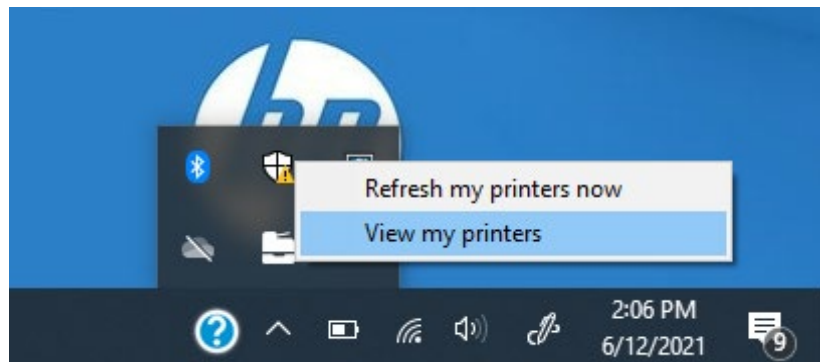
30. Enter your student email and password



31. Open the papercut application by clicking the Up arrow on the bottom-right corner and select the white printer icon.

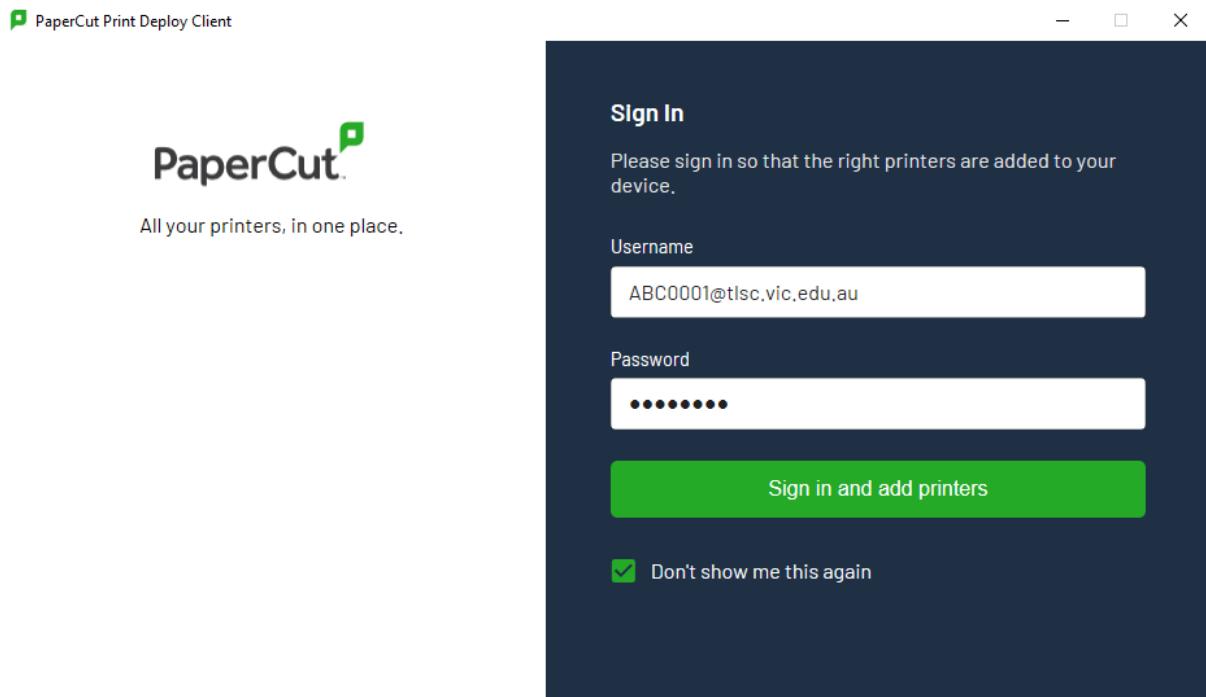


32. Click 'View my printers'

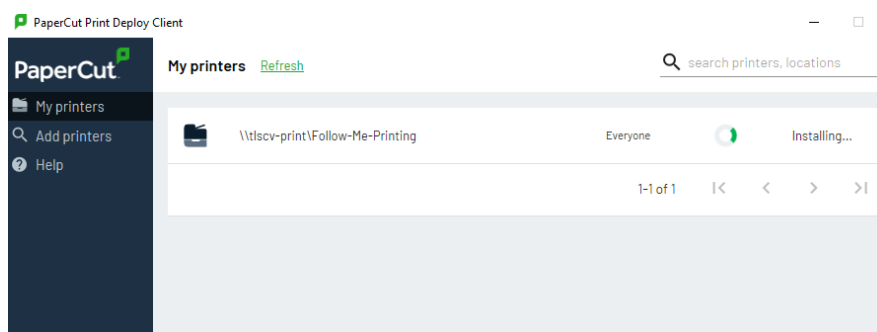


33. Enter your student email and password. Click 'Don't show me this again', then click 'Sign in and add printers'

Note: This may take a while to show up, you may receive errors at first, this is normal.



34. The school printer will now install, once finished, you can close this Window.



Your device is now ready for school use!