

## At Home Setup

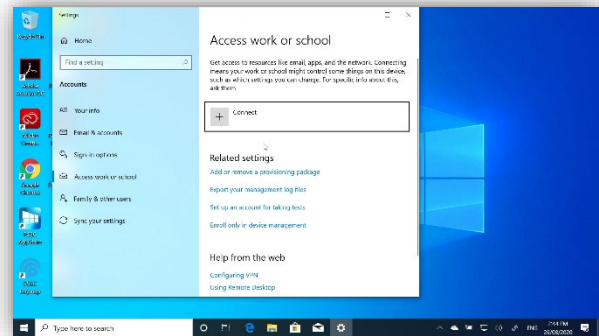
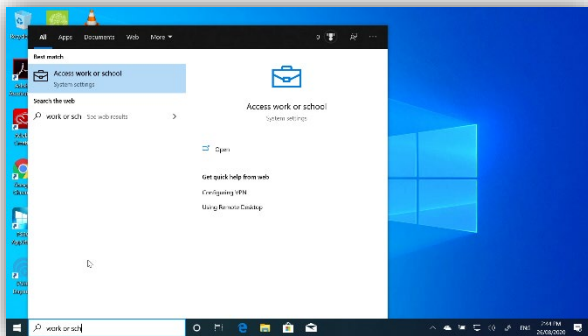
### Step 1

Setup your device as per normal and connect to your home Wi-Fi or personal hotspot. Follow the out of box prompts to get your device setup, including connecting to a Wireless network, and signing into a Microsoft account. Set up your device for personal use – DO NOT select that your device is owned by your organisation.

### Step 2

#### Connect your school account

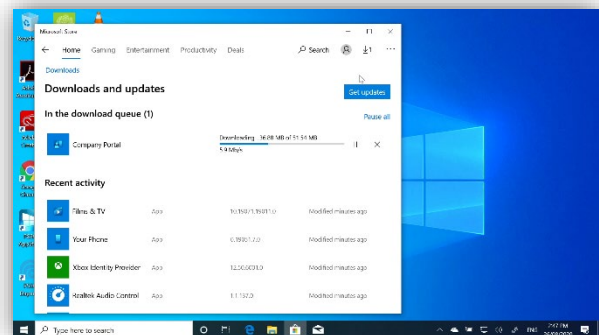
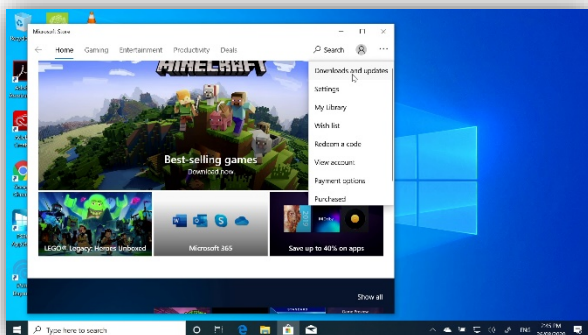
Open the start menu and start typing “Access work or School” select the system settings option that comes up and click “Connect” in the menu to add your account. Type in your school email address and click next, then enter your password. Allow the device to connect, then click “done” on the “You’re all set!” page.



### Step 3

#### Monitor the Download of the Company Portal App

Open the Microsoft Store, open the menu in the top right corner, and select “Downloads and updates”. Ensure the Company Portal App successfully downloads. You are then ready to connect at school.



## At School Setup

### Connect to the EQNET wireless Network

Your device may automatically connect to the college Wi-Fi network, however if it doesn't, open your Wi-Fi settings, select the EQNET network and click connect. Select your email address if prompted for a certificate. Enter your username & password if you are requested for Proxy credentials, as this is necessary to gain internet access.



*If you encounter any problems onboarding, please see a member of the College IT Staff.*