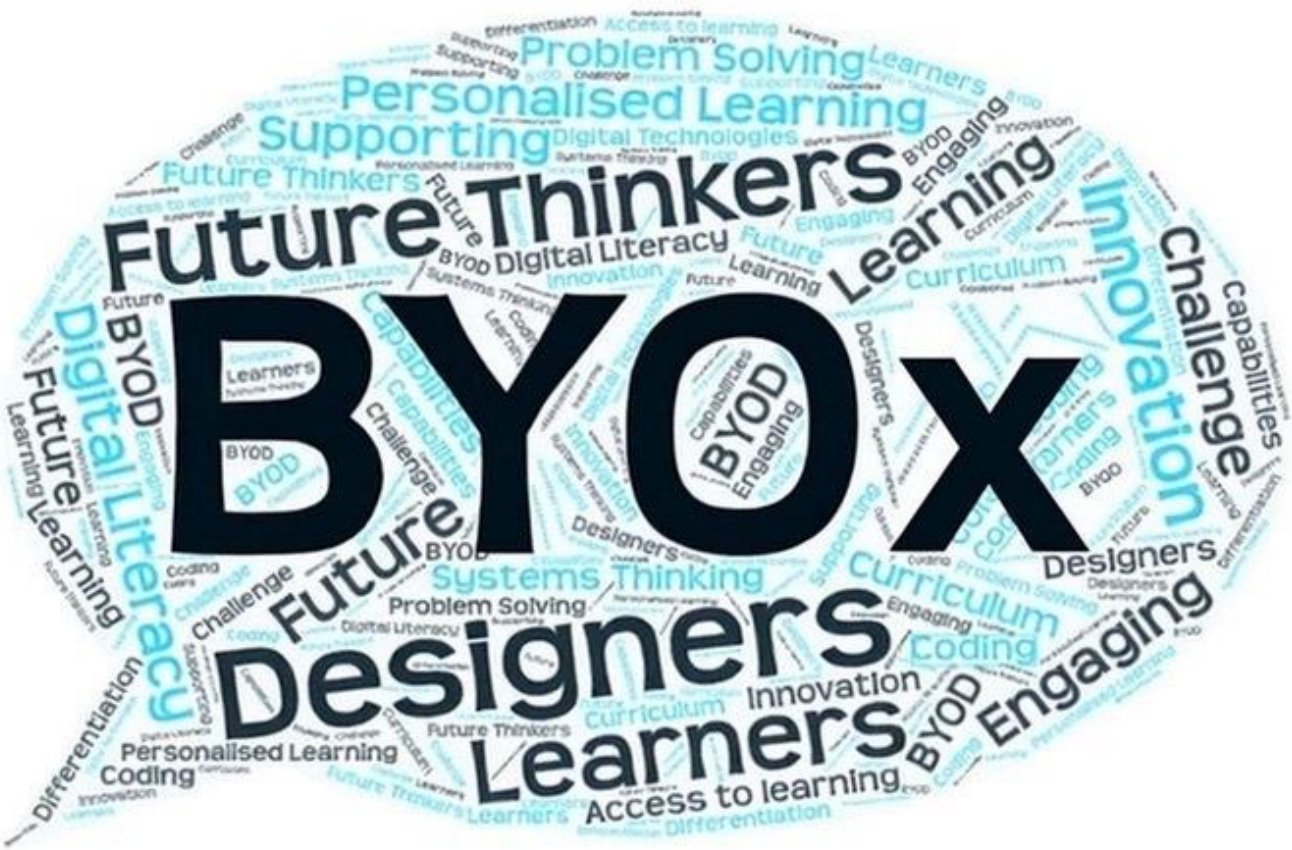
# 2026 Parents Guide | Year 4 - 6 | Laptop

## How to set up your students Windows 11 Device



# Contents

Step 1: Confirm you have the correct version of Windows 11 ..... 2
Step 2: Confirm that Region, Date and Time are Correct ..... 3
Step 3: Anti-Virus protection ..... 4
Step 4: Enrol into Intune (mandatory to be part of the BYOx program) ..... 4
Step 5: Install the FREE Education QLD provided Office 365 ..... 8
Part A – Accessing Office 365 with your student's EQ account ..... 8
Part B – Installing Office 365 software for FREE ..... 9
Part C – Activating your Student's Office 365 software and signing in ..... 11
Step 6 – Install the NAP Locked Down Browser (MANDATORY) ..... 13
Step 7 – Install VLC Player ..... 16
Step 8 – Install Adobe Acrobat Reader DC ..... 19
Other Software ..... 21

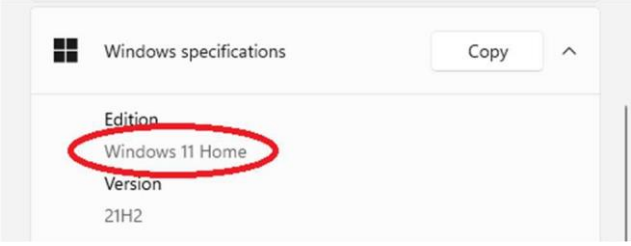
The following steps assume your child's BYOx laptop is either **brand new**, out of the box, or is second hand and **has been reset to the original factory settings** (*factory reset*).

## Step 1: Confirm you have the correct version of Windows 11

- **Right click** on your Start button (Window icon) at the bottom left of screen
- Select "System"

- Scroll down to **Windows Specifications**
- Confirm that you have either
  - **Windows 11 Home**,
  - **Windows 11 Pro**

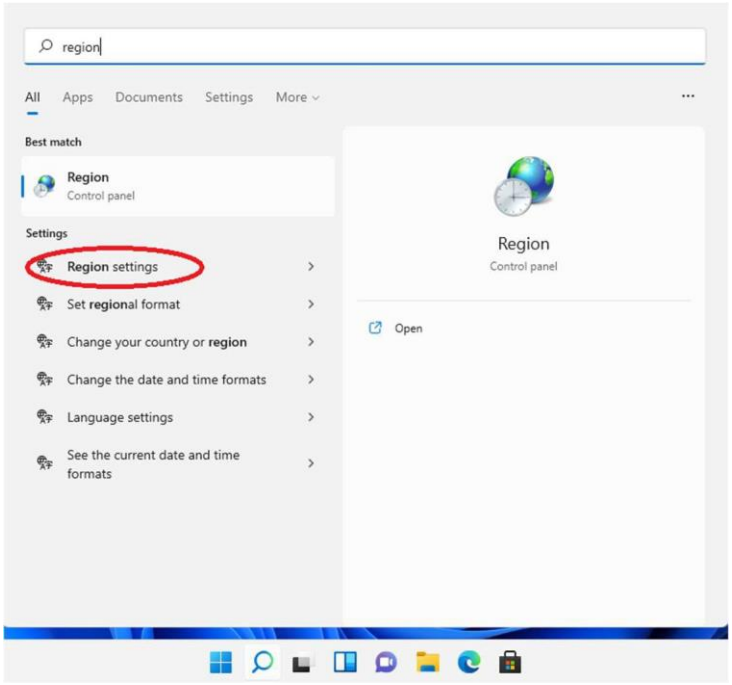
  Windows 11 "S" edition/mode is **NOT** supported at Jindalee SS due to its limitations and restrictions.
- *You can change from Windows 11 "S" edition to Windows 11 Home/Pro for FREE by following this Microsoft article.* https://support.microsoft.com/en-us/windows/switching-out-of-s-mode-in-windows-4f56d9be-99ec-6983-119f-031bfb28a307



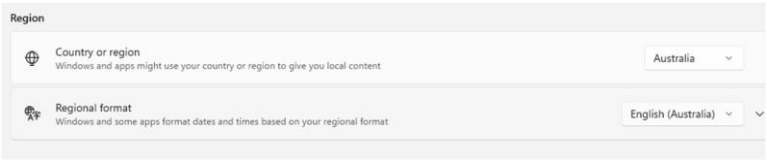
## Step 2: Confirm that Region, Date and Time are Correct

- **Left click** on the **Search** icon (bottom left of your screen)

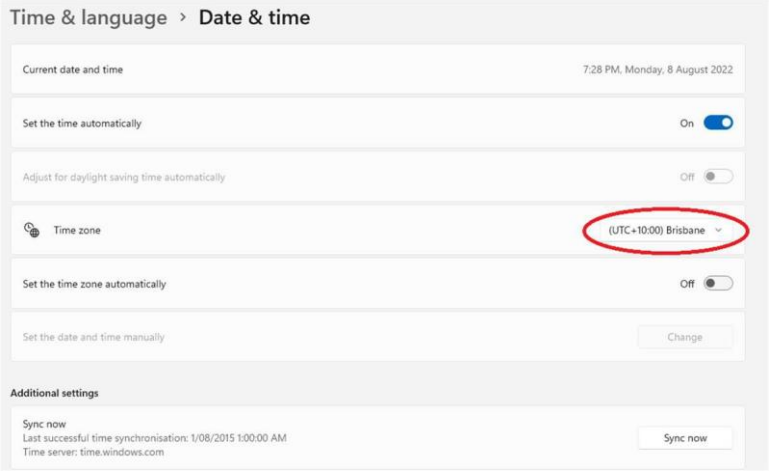
- When the Search Bar appears, type in "**Region**"
- Left click on "**Region settings**"




- Check that **Country or Region** is set to "**Australia**"
  - *If not*, change it to **Australia**
- Check that **Regional Format** is set to "**English Australia**"
  - *If not*, change it to **English (Australia)**




- Within the same window, click on **Time & language then Date and Time**
- Check that **Time Zone** is set to **UTC +10.00 Brisbane**



# Step 3 onwards MUST be completed on a **home** network.

## Step 3: Anti-Virus protection

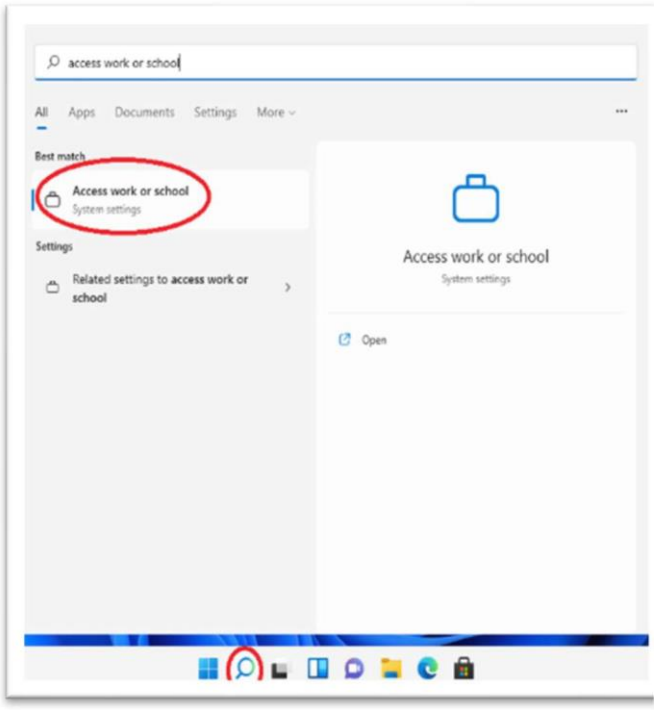
Windows 11 devices already come built in with *Windows Defender* (FREE anti-virus software). You are not required to add any extra anti-virus software onto your child's laptop.

**We have found extra virus protection can impact your child's access to the internet. e.g. there are known issues with Trend Micro, Norton and McAfee.**

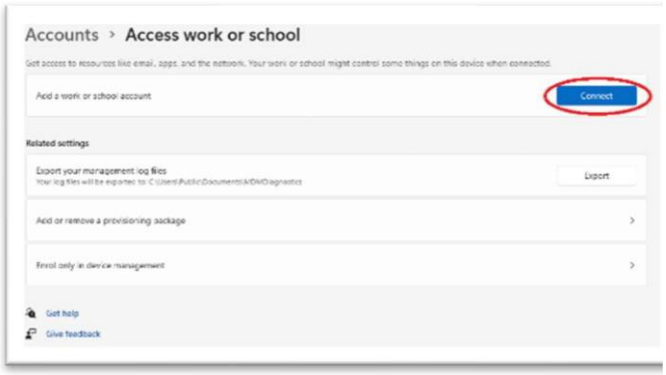
## Step 4: Enrol into Intune (mandatory to be part of the BYOx program)

Before starting, ensure your child's BYOx laptop is connected to the internet at home.

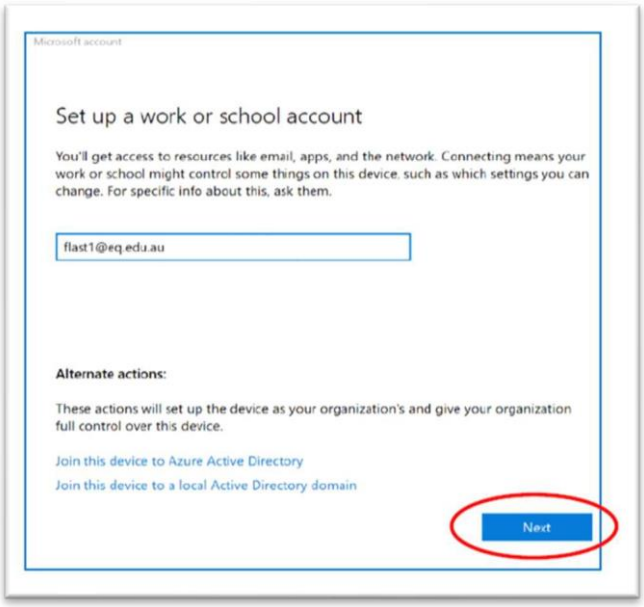
1. **Left click** on the **Search** icon (bottom left of your screen)
2. Search for "**Access Work or School**"




3. Click on **Connect**



4. You'll be asked for your student to log in with their unique EQ email
   e.g. *flast1@eq.edu.au*



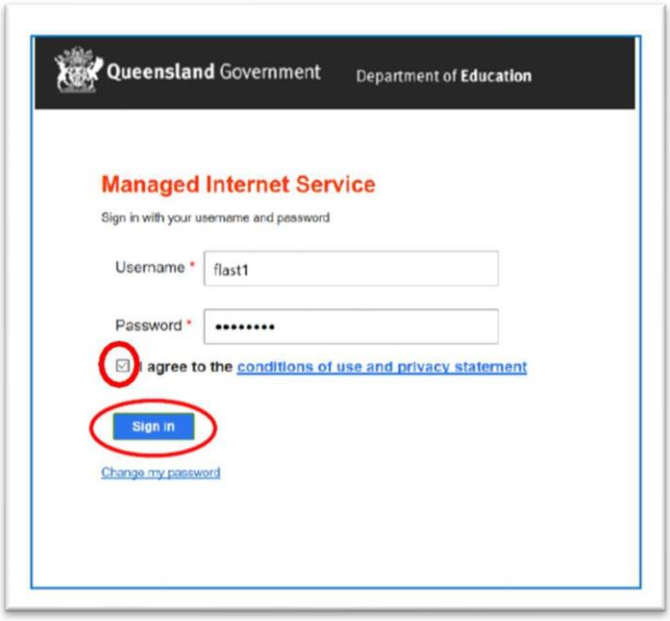

5. Click on **Next**.

6. The *Managed Internet Service* window will appear.

   Have your student log in with their unique EQ **username** (e.g. *flast1*) and **password**.

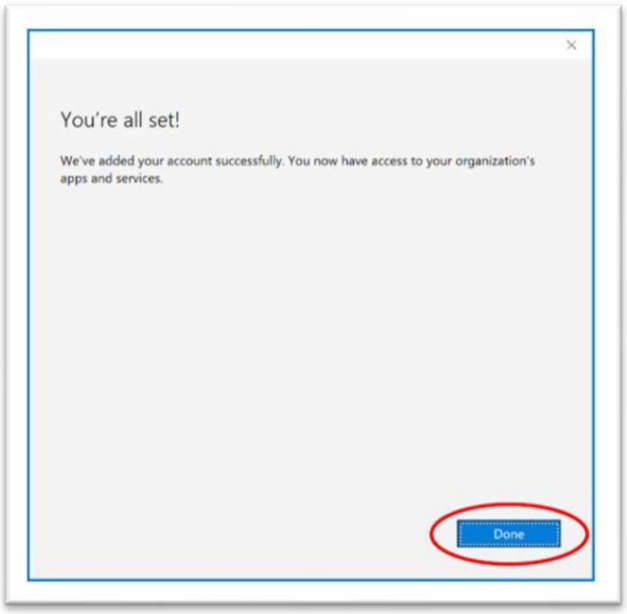
6. Click to tick the **I agree to…**

7. Then click **Sign in**.

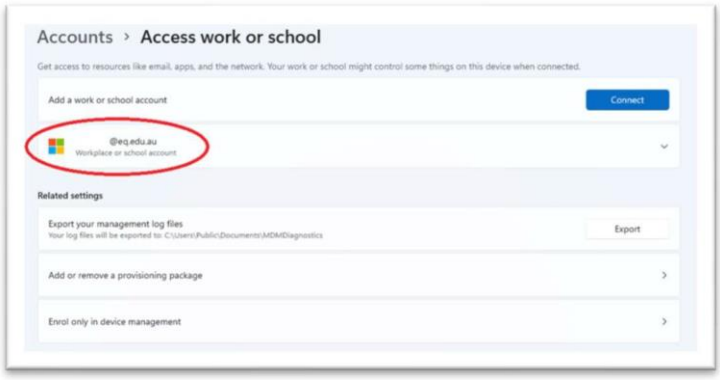


8. You should now have a window which states **You're all set!**
9. Click **Done**.

   This window should close and leave you with the **Access work or school** window.



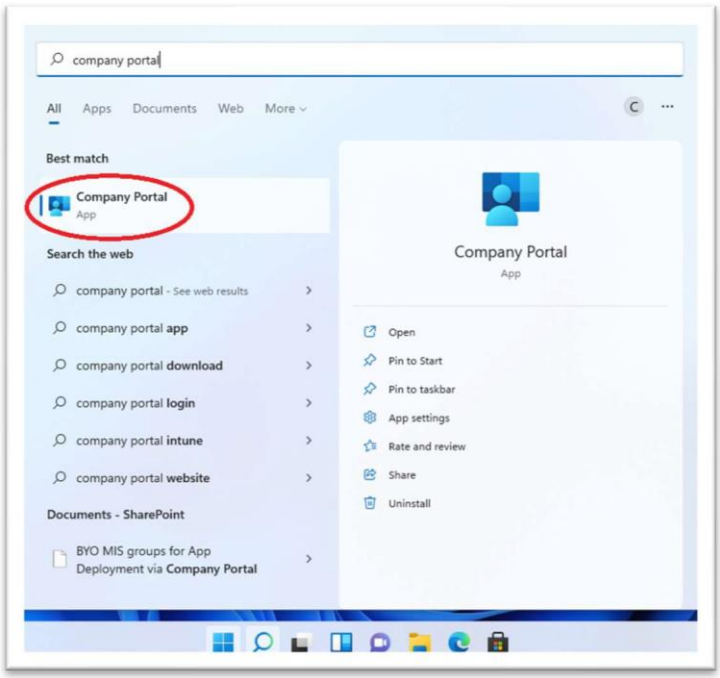

10. To check your student's account has been added, you should see your student's account details displayed.




Now to check that the *Company Portal* has been installed.

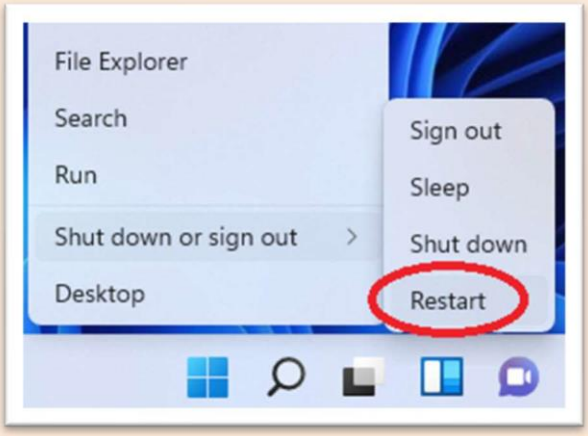
11. Select the **Search** icon and search *Company Portal*. If the software is still loading (see image), wait until it is finished.

    The *Company Portal* connects your student's BYOx device to Intune and enables your student to connect to our EQNET network.



**This step is VERY important**.

12. **Restart** your students BYO Windows laptop.
    - **Windows** icon
    - Power symbol
    - **Restart**




13. This step will differ for everyone. You may be prompted to change the **device password** (this is NOT your student's EQ password).

    Ensure the password for your student's BYOx windows laptop is unique, strong **and *different* to their EQ details**.
    To be considered a strong password, it should have at least eight (8) characters and contain at least
    - one lowercase letter,
    - one uppercase letter,
    - one symbol and
    - one number.

14. Once your device has restarted, the Intune set up is complete.

    **Keep the laptop on and connected to the internet for at least 15 minutes to finalise the installation of Intune.**

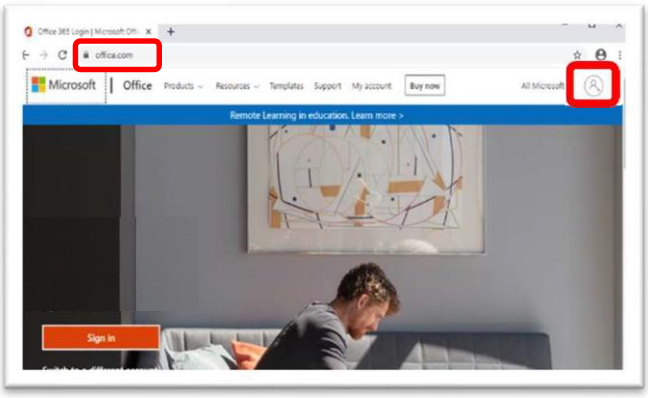
    Your student will be able to use their device whilst the installation is finalised, but **the laptop must remain connected to the internet.**

    **TIP**: students can manage their laptop (e.g. place it into **Lost mode**) by using another device and accessing Intune's Management Portal (https://portal.manage.microsoft.com/).

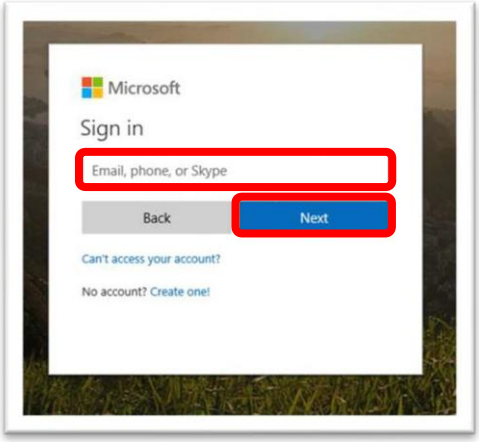
# Step 5: Install the FREE Education QLD provided Office 365

## Part A – Accessing Office 365 with your student's EQ account

1. **Open** your internet browser
2. In the address bar, key in http://office.com
3. Either Click the red **Sign In** button OR
   In the top right corner **click** on to sign in.

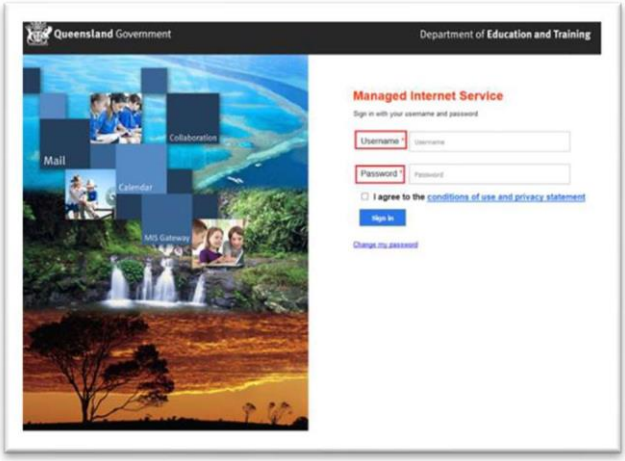



4. In the *Email, phone or Skype* field, **type in your student's EQ email address**
   (e.g. flast1@eq.edu.au)
5. Click **Next**




6. You will be prompted for your **student's EQ username** (e.g. flast1) and **password** on the online authentication page.
7. Type **your student's username** (i.e *flast1* NOT the full email address) and password.
8. Click next to the **I agree…**
9. Click on **Login**

*If all details are correct, your student will be logged into their EQ Office 365 account.*

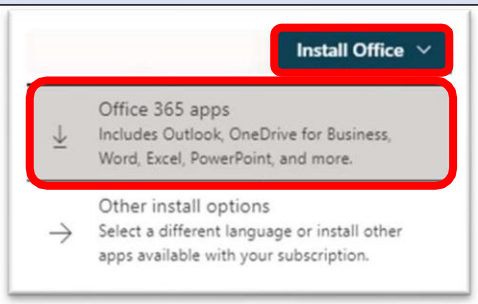


## Part B – Installing Office 365 software for FREE

**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.

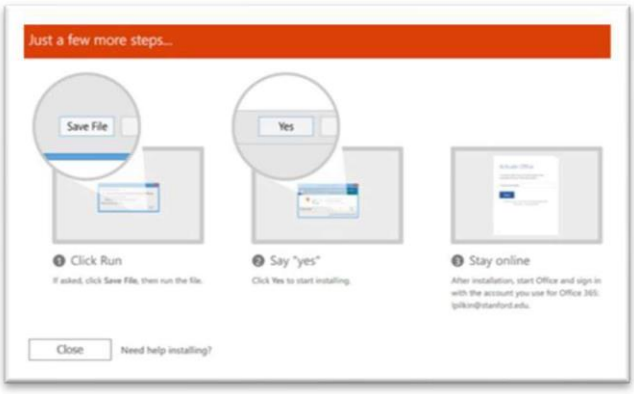
The following steps continue in your Office 365 webpage.

1. In the top right corner, click on the **Install Office**
2. Then click on **Office 365 apps**,




*You should see an information window explaining what to do next.*

*You may be asked to **Open**, **Save** and or **Install** the installation file (depending on the device and the browser you are using).*

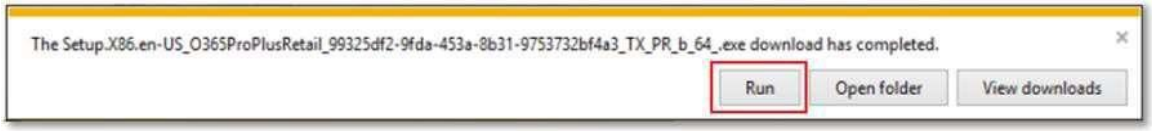



**Not getting an information screen?**

a. **If you cannot see this install button**, 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*.

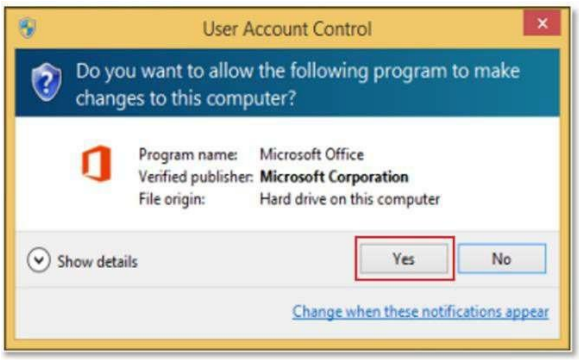
b. Click on **Save**. The file will automatically begin to download.

c. When the file has completed downloading, click on **Run**



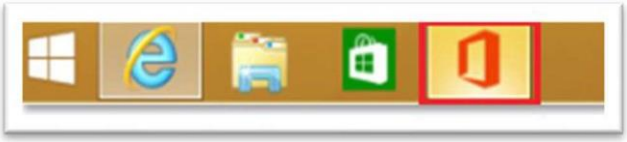

**Please note this file is approximately 2gb and may take a while to download depending on your bandwidth speed.**

d. You will be prompted with a message to make changes to your **computer**.
e. Select **Yes**.

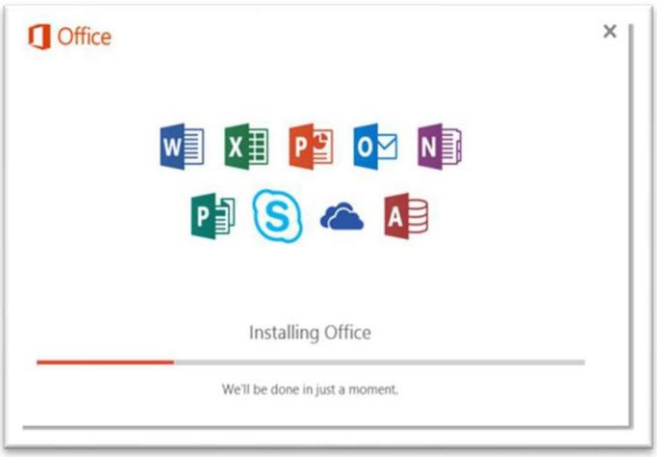



3. Office will start downloading.

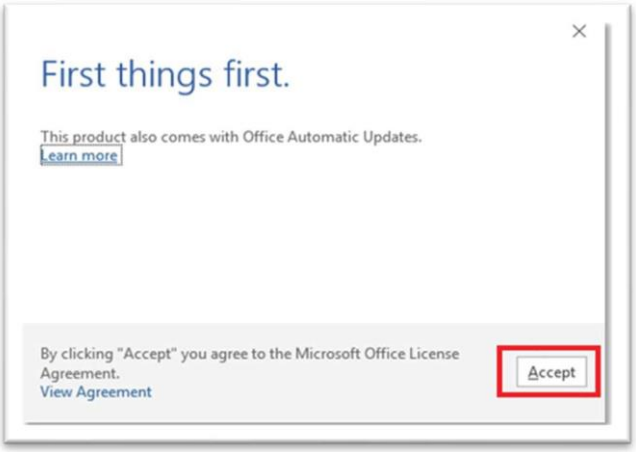
4. You will also see the office icon pop up on the task bar.



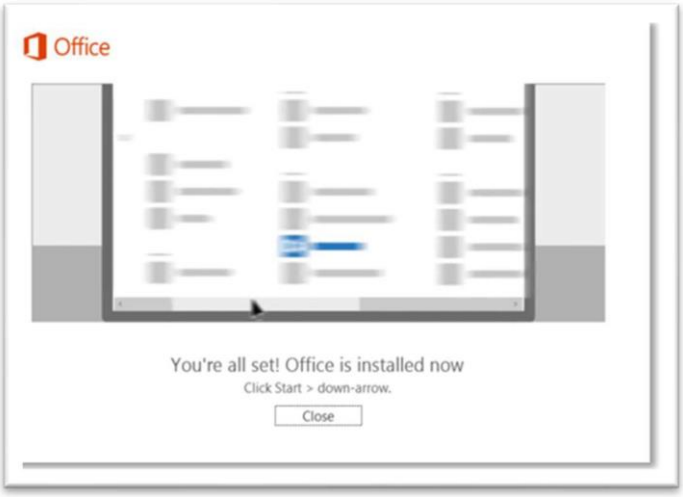
5. Office 365 will start to install onto your computer.
**Wait for this to finish**.




6. You will be prompted with the Microsoft Office License Agreement. **View** the Agreement then click **Accept.**



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



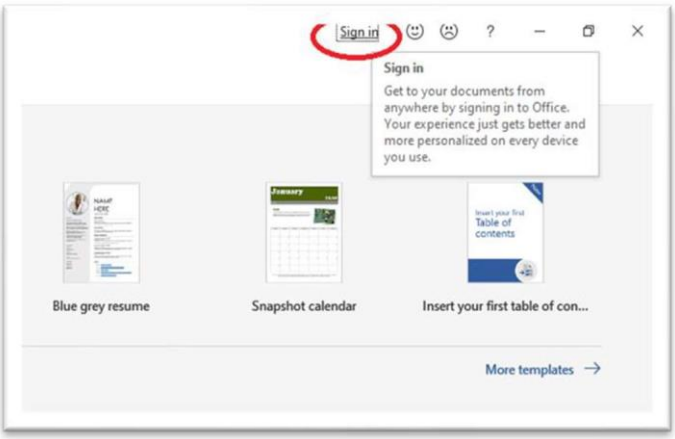

To ensure all changes have been successfully applied, you will need to **restart your student's laptop.**

## Part C – Activating your Student's Office 365 software and signing in

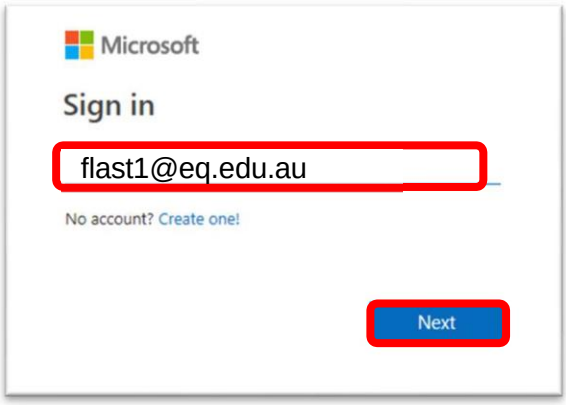
**Before starting this Part, make sure no one is signed into any Microsoft products**

1. Open Microsoft Word and click on the "**Sign in**" button top right.

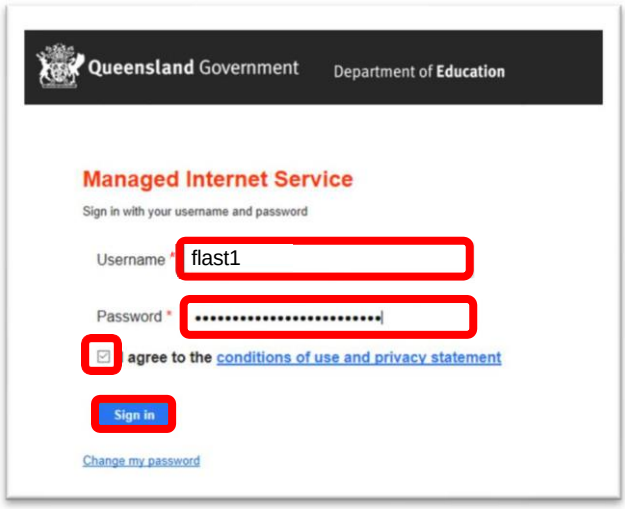
   *If a username is already signed in, **SIGN OUT of that account first**.*




2. On the **Microsoft Sign in** window enter your student's FULL EQ email address e.g. *flast1*@eq.edu.au



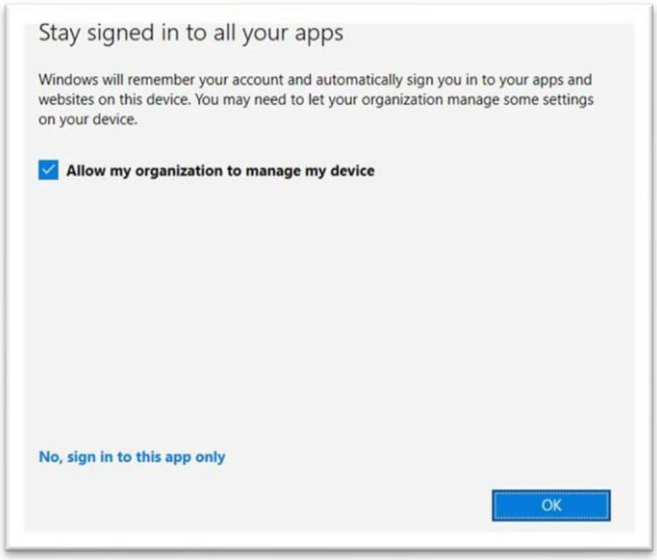
3. Microsoft will recognise the EQ email address and display the **Managed Internet Service** window.
4. Enter your student's EQ **username** (e.g. jsmit1) and **password**
5. Click the **I agree…** box
6. Click **Sign in**




6. As the downloaded version is provided to all EQ students for free, you will now see a notification window.

   Read the details and click **OK** to complete the sign in process.

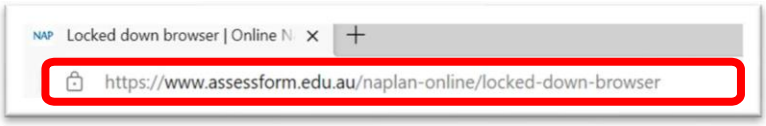
You are now signed into your student's Microsoft Office 365 suite with the correct EQ student account.



# Step 6 – Install the NAP Locked Down Browser (MANDATORY)

**NAP Lockdown Browser on laptops is required for all students in Years 4 and 5.**

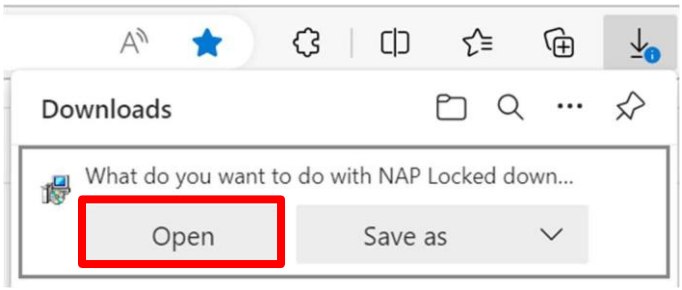
1. Open **Microsoft Edge** (web browser)



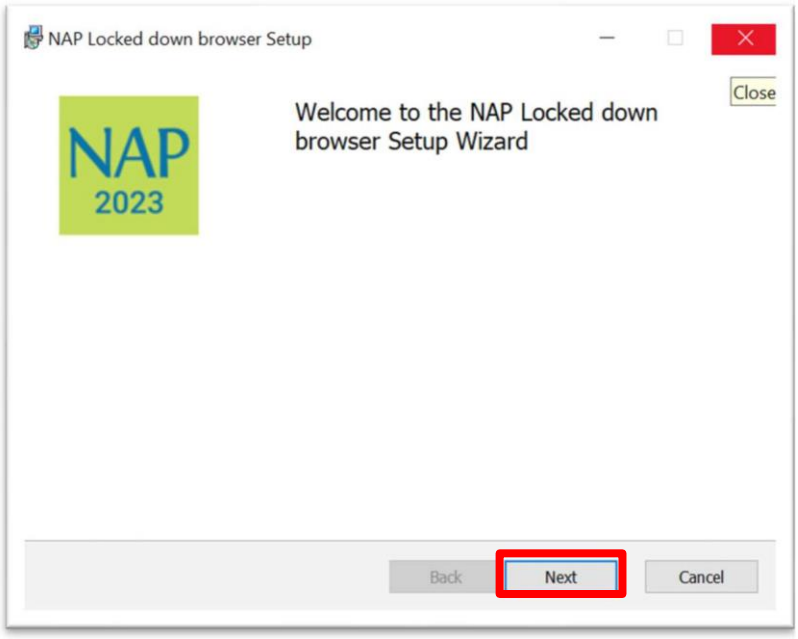

2. On the address bar, key in https://www.assessform.edu.au/naplan-online/locked-down-browser
3. Press **Enter**
4. Scroll down approximately one-third until you find the title **Locked Down Browsers** and User Guides
5. Click on **download for Windows 10 or later (.msi)**

*A file download window will appear in the bottom left of your screen.*

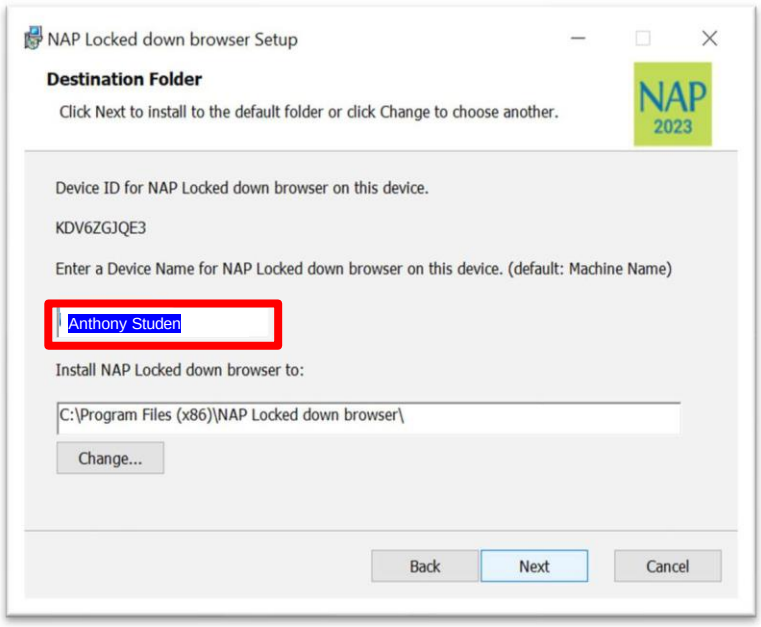
6. When the file is downloaded, click on it to **Open** to run the install.




7. A NAP Locked Down Browser Setup window will appear.
8. Click **Next**

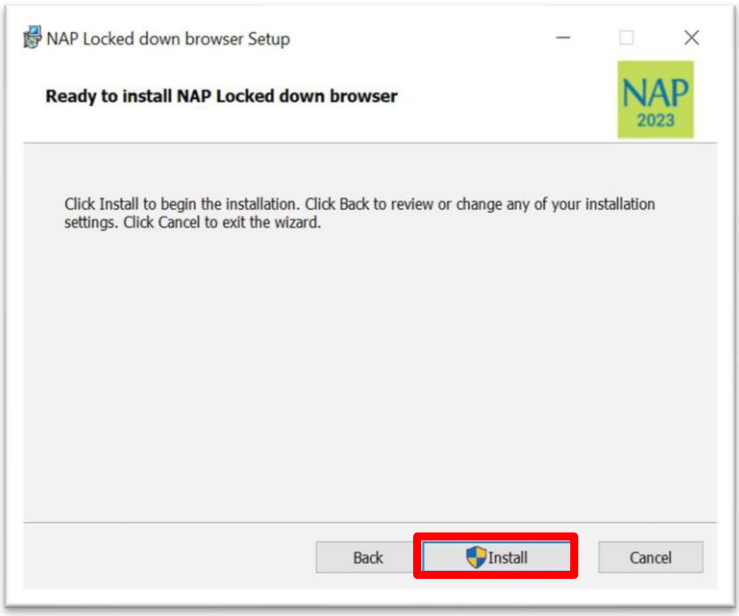


11. Enter your Child's name for the **Device Name**
12. Then click **Next**

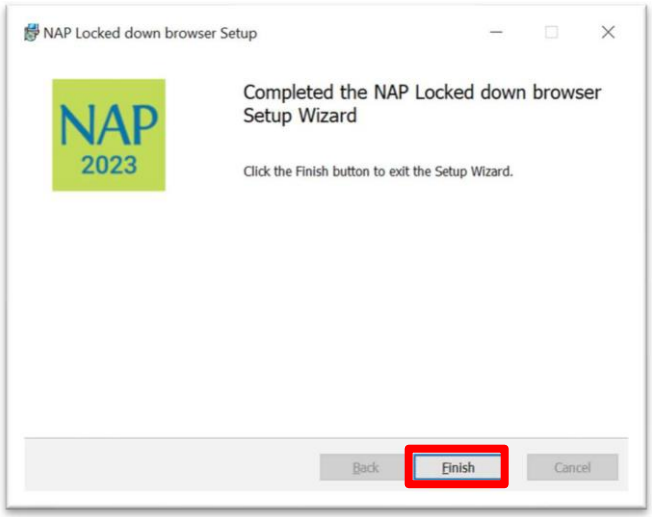



13. To continue with the installation, click **Install**

    You may be asked for permission to install, click **Yes** if required.




13. The installation is complete. Click **Finish**



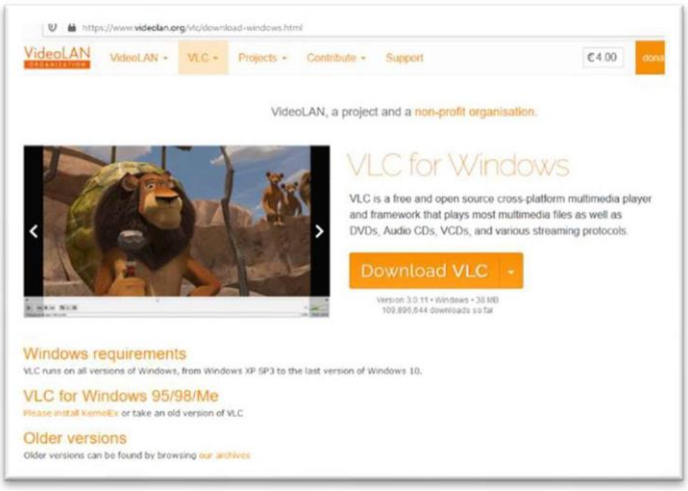
14. You child’s laptop should now have the **NAP 2023** icon on their desktop.

# Step 7 – Install VLC Player

1. Open **Microsoft Edge**
2. Type in https://videolan.org/vlc/download-windows.html onto the address bar

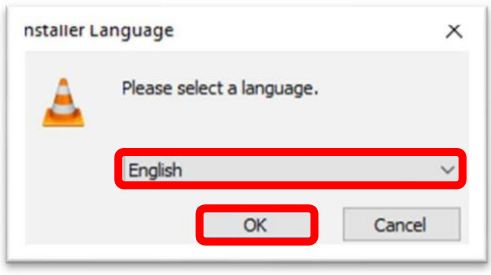
3. Press Enter
4. Click on the **Download VLC**

   *A file download window will appear in the bottom left of your screen.*

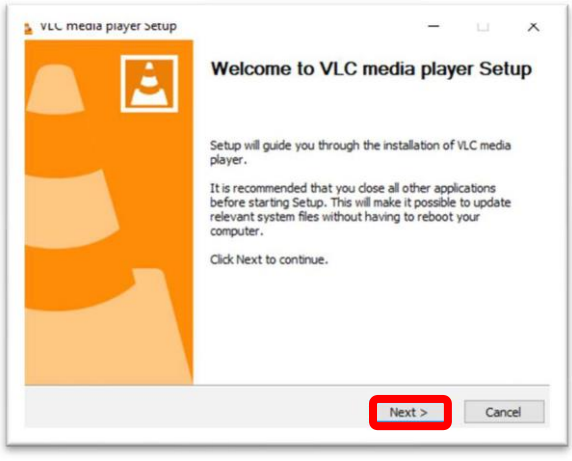



5. Once the file has finished downloading, **click** on it to start the installation

6. Select **English** if prompted
7. Press **OK**

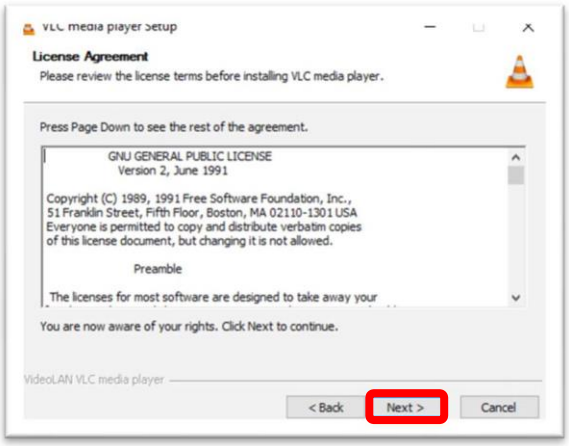



8. Click **Next** to continue the set-up process.

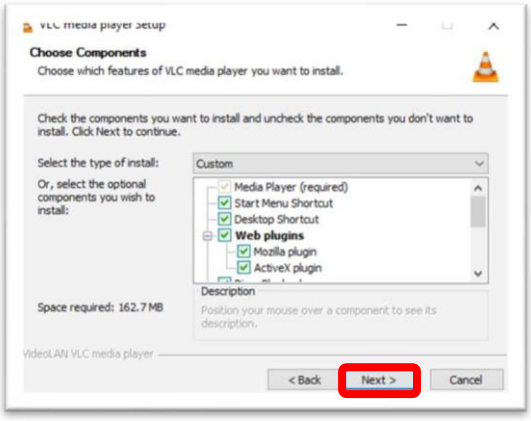


9. **Peruse** the License Agreement

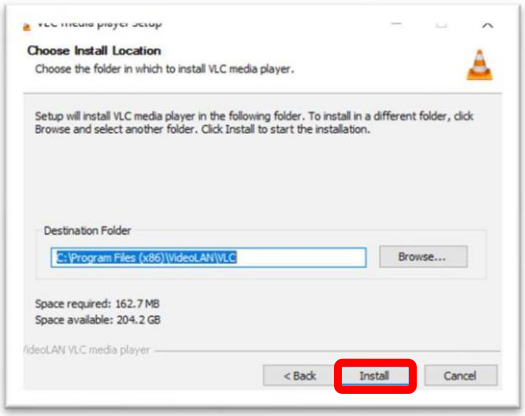
10. Click **Next**




11. Accept the default settings.
    Click **Next**

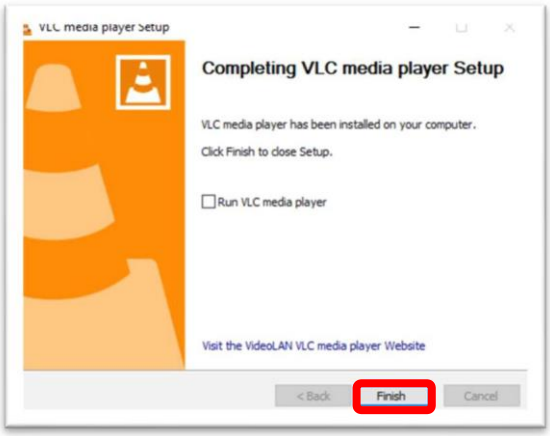



12. Click **INSTALL**



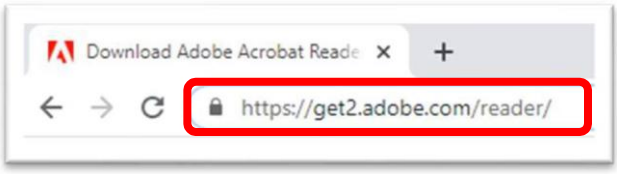
13. When the installation of VLC Media Player is complete, **untick** the box to Run VLC media Player.
14. Click **Finish**

    *You have successfully installed VLC Media Player.*



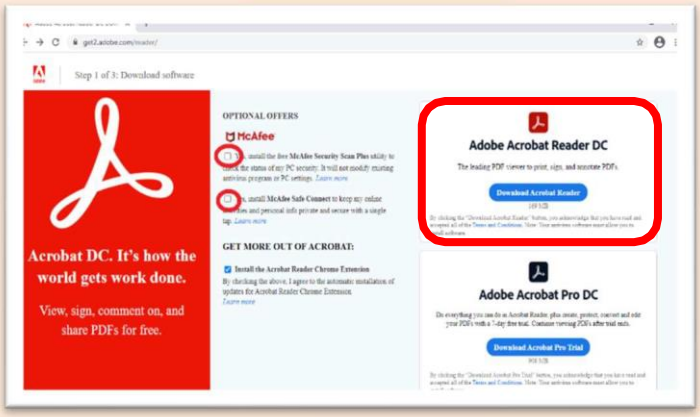
# Step 8 – Install Adobe Acrobat Reader DC

1. Using **Microsoft Edge**, type in https://get2.adobe.com/reader in the address bar
2. Press **Enter**.

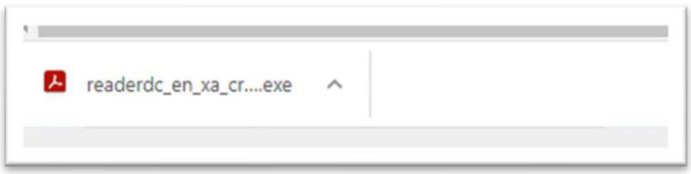



3. Be sure to **UNTICK BOTH OPTIONAL OFFERS**

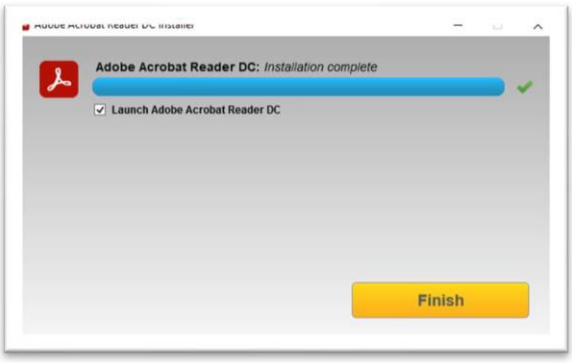
   If this is left ticked it will impact your child's access to the internet.
4. Then click on the **Download Acrobat Reader** on the right




5. Once the file has finished downloading, you will see the file ready on the bottom left of your screen,
6. Click on this file to start the installation



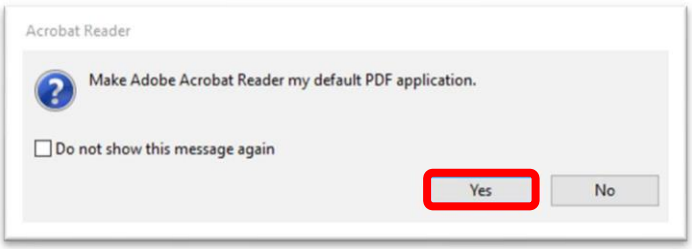

7. Once Installed, please click **Finish**



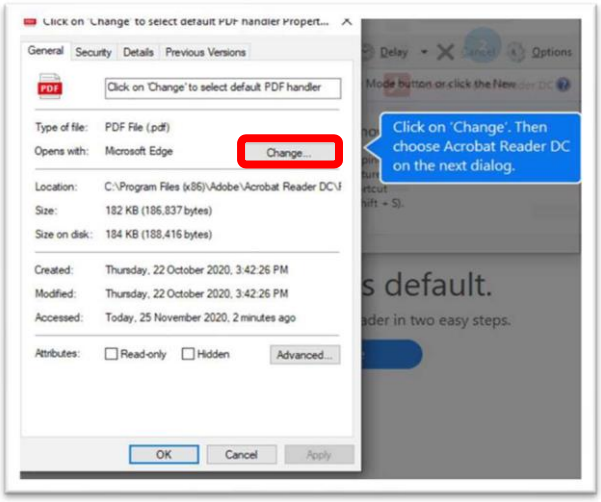

8. Adobe Acrobat Reader will open and ask you to make Acrobat Reader the default PDF application.

   Click on **YES**

   *By clicking **Yes** a new window will display.*



9. Click **Change**

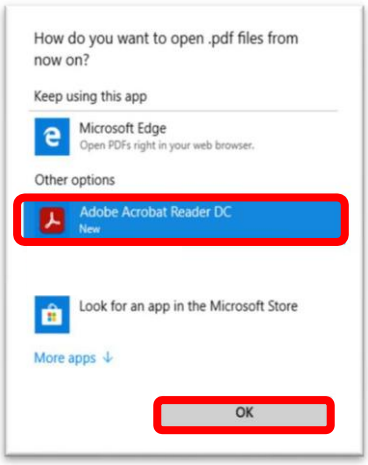



10. Select **Adobe Acrobat Reader DC** from the list.

    *Adobe Acrobat Reader is now your default PDF Application.*

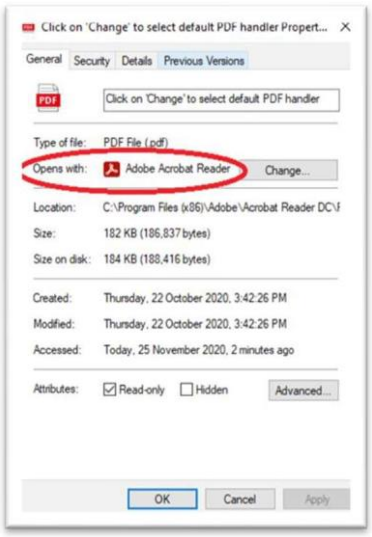
11. Click **OK**.

    *The options window should close.*




12. Then click **Ok**

13. You can now close Adobe Acrobat Reader DC.



*Congratulations, you have successfully installed all your child's required software and connected their laptop to our Intune Company Portal.*

## Other Software

⭐ Your student's teacher may request other software to be install. This may include:

- Minecraft: Education Edition
  (https://education.minecraft.net/en-us/get-started/download or
  from the Microsoft Store https://apps.microsoft.com/store/detail/minecraft-education/9NBLGGH4R2R6?hl=en-us&gl=us)

- OpenShot Video Editor
  (https://www.openshot.org/download/)

*Thank you for taking the time to prepare you student in their future studies.*