



User manual

How to prepare your computer for Microsoft Intune

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1. GENERAL INFORMATION

Due to the data breach we all experienced during the Easter, and still are affected by - we need scale up the security on all our devices. Including but not limited to servers, PCs like laptops and desktops running Windows and Apple Mac's).

What we need you to do, is help us roll out Microsoft Intune (which will give us better control of company data, and also better security due to the fact that we this way can remotely install security software such as (but not limited to) Cisco AMP for Endpoints and Cisco Umbrella.

The IT department will also be able to better help and assist you all and help you faster.

The security perspective here, is that we will be able to limit the possibilities for potential threats to exploit. We will have better control over the software installed and be able to remotely upgrade if/when security exploits are discovered.

This is important to secure you, your devices and ScaleAQ's infrastructure and information.

If you have any question regarding the change or you need assistance, please contact IT Support.

We hope that you understand the need to the changes, this one and others to come so that we can together help secure Scale Aquaculture.

2. WHAT WE ARE DOING

- Backup of our files. Documents, photos – all the stuff you want to keep. Back them up to Microsoft OneDrive for Business. (All PCs with Microsoft Office installed have this program. If not you can download the program here

<https://www.microsoft.com/nb-no/microsoft-365/onedrive/download>

- Installing a script on your computer that allows it to talk to Microsoft Intune. (The hardware hash script). You will find this on our Intranet website, and also in your email for IT support)
- Resetting your PC. Meaning securely erase all data and reinstall Windows.
- Setup your freshly installed PC.
You will then be greeted by a 'Welcome to ScaleAQ' message and a sign in prompt. Sign in using your email address and your password.
After this is done, you should get Microsoft Office installed and also Cisco AMP and Umbrella as well as the new Edge browser. We will make sure that your Outlook is ready to use and your OneDrive syncing your backup to your computer.

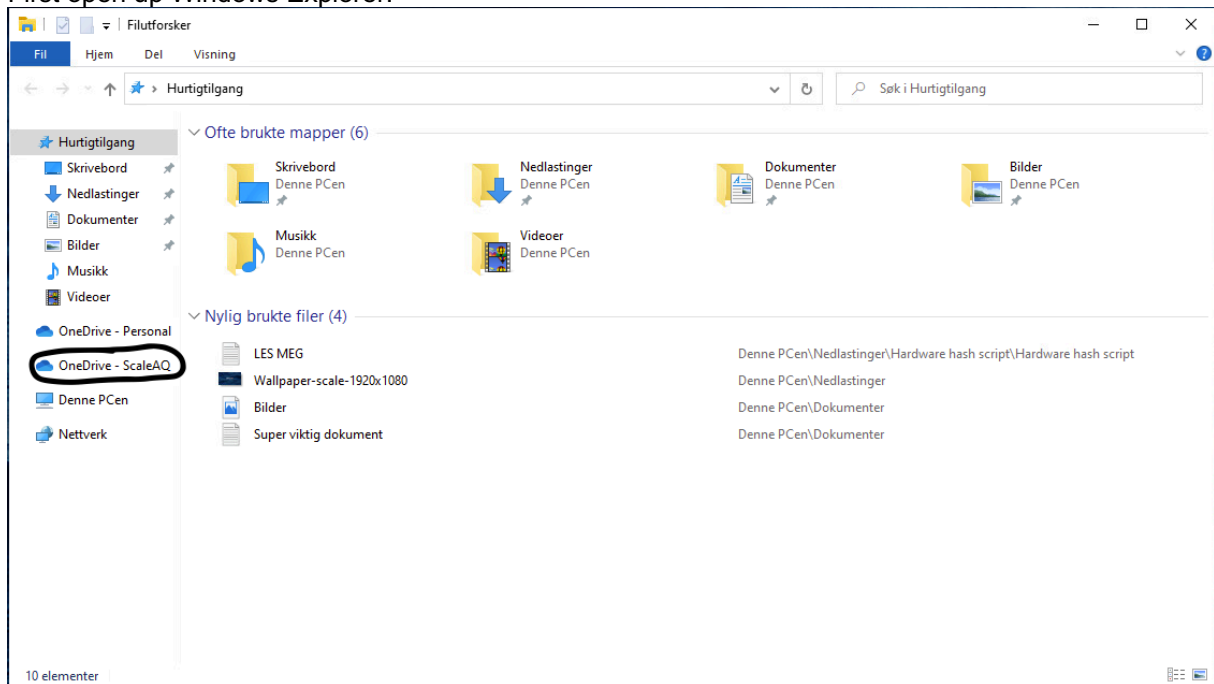
At a later time you will be able to install new application from the Company Portal and we might send you, new applications that is deemed necessary for you in your position.

3. BACKING UP YOUR DATA

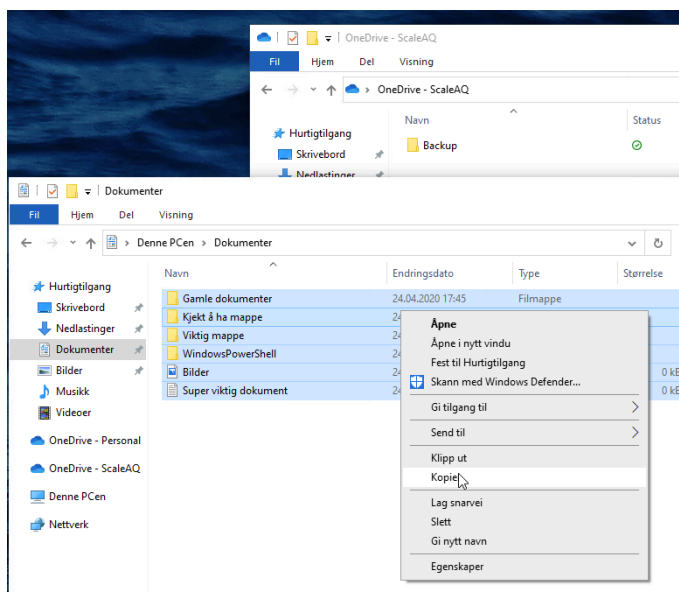
The first step in this process is to make sure you backup all your data to OneDrive. Remember that ALL the files you do NOT copy to OneDrive will be erased. You will NOT be able to get them back. So back it up, and double check that you've gotten all you need. It is better to backup to much rather than too little.

The process in pictures.

First open up Windows Explorer.



From there locate the folder OneDrive – ScaleAQ – this is where you copy your files to. I would recommend opening two Windows Explorer windows (Press Windows button+E to open another window), one for OneDrive – ScaleAQ folder and one where you copy from.

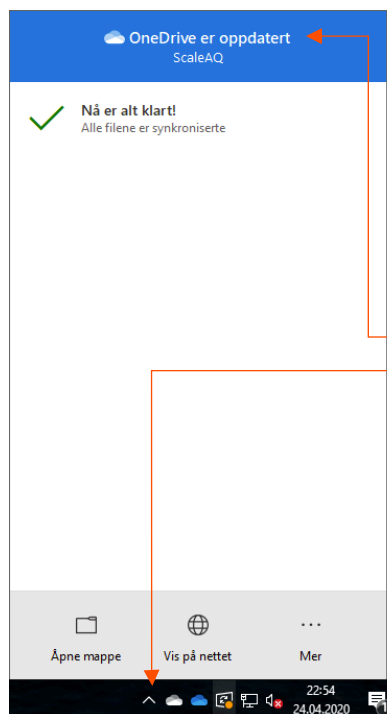


Select the files and folders you want to keep. Right click them and select copy. Go to the OneDrive – ScaleAQ folder and select paste.

This process might seem time-consuming which it might be depending on how much files and folders you have stored locally, but if you do not take the time you will lose those files.

Double check that you have copied all necessary files and folders. Your emails is secure in the cloud so no need to back them up extra. Documents, photos and other stuff you might have and need.

When you are done copy and pasting your files to OneDrive check that OneDrive is finished syncing those files to the cloud.



Once it's finished with syncing (saving to the cloud) your files, you will be greeted by a similar view as here when you click on the blue Cloud next to the time on your computer. (**Sometimes this icon is hidden, and you will have to click on the UP arrow before you can see it.)

If you see the text *OneDrive is updated** (or similar phrasing depending on your language setting) your files is copied to the Cloud and you are ready to begin the next step.

- * See status of OneDrive here
- **If you cannot see the blue OneDrive icon next to the clock, click here.

If it's still syncing, wait a while and check again.

4. INSTALL THE MICROSOFT INTUNE SCRIPT

This script will let your computer talk to the Cloud, more specifically to Microsoft Intune. It's a must do part of this process.

You will be sent the file via e-mail and it will be distributed via our Intranet (in case you have forgotten the address is: <https://intranet.scaleaq.com>)

You will need to download and save this file (it's called Hardware Hash script.zip) to a folder on your computer (for instance you Downloads folder or your Documents folder. It's not important where you save it)

After you have saved the file, right click it and extract the content of the file. In it you will find three (3) files.

1. LES MEG (not that important if you follow this guide)
2. Install
3. Hwhashupload.ps1

After you have extracted the files, go into the extracted folder and locate the file Install. Right click that file (important) and click Run as Administrator)

A command line window appears (windows with a black background) wait until it finishes working and disappear and you are done.

Picture based instructions follows:

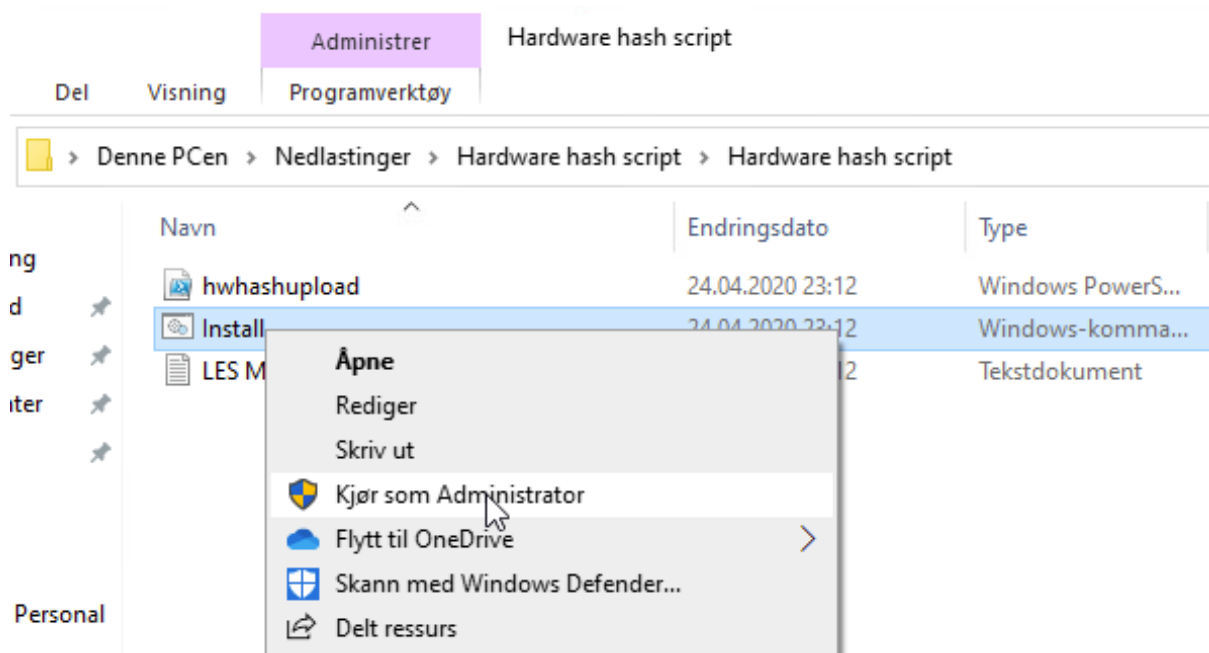
1

2.

3.

1. Extract all
2. Click next
3. Double click the folder

In the folder locate the file Install right click and click Run as Administrator

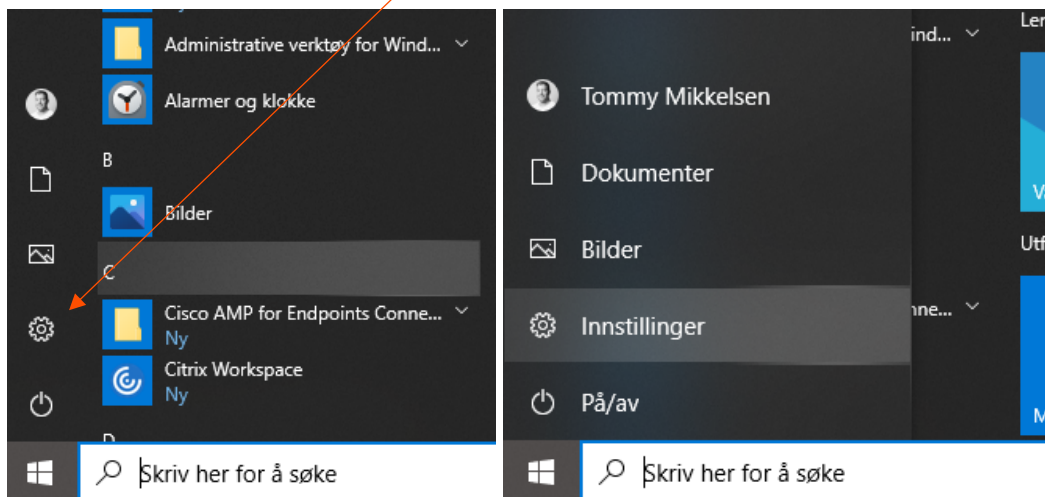


Again, once the command line window (black background) goes away you are finished and ready to proceed to the next step!

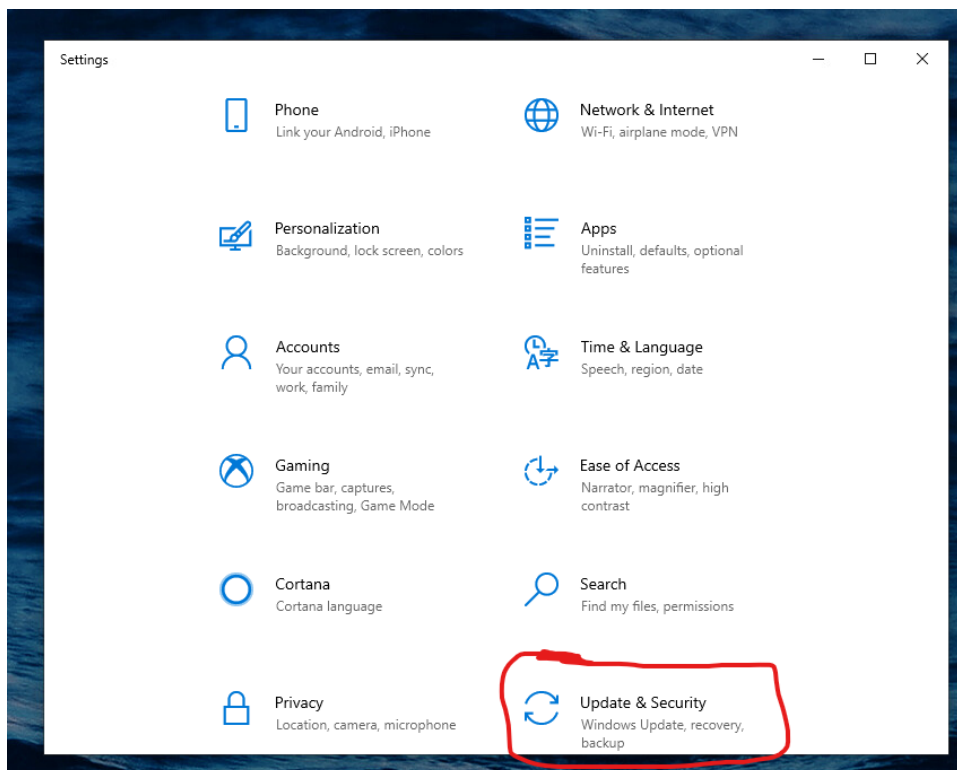
5. RESET YOUR COMPUTER

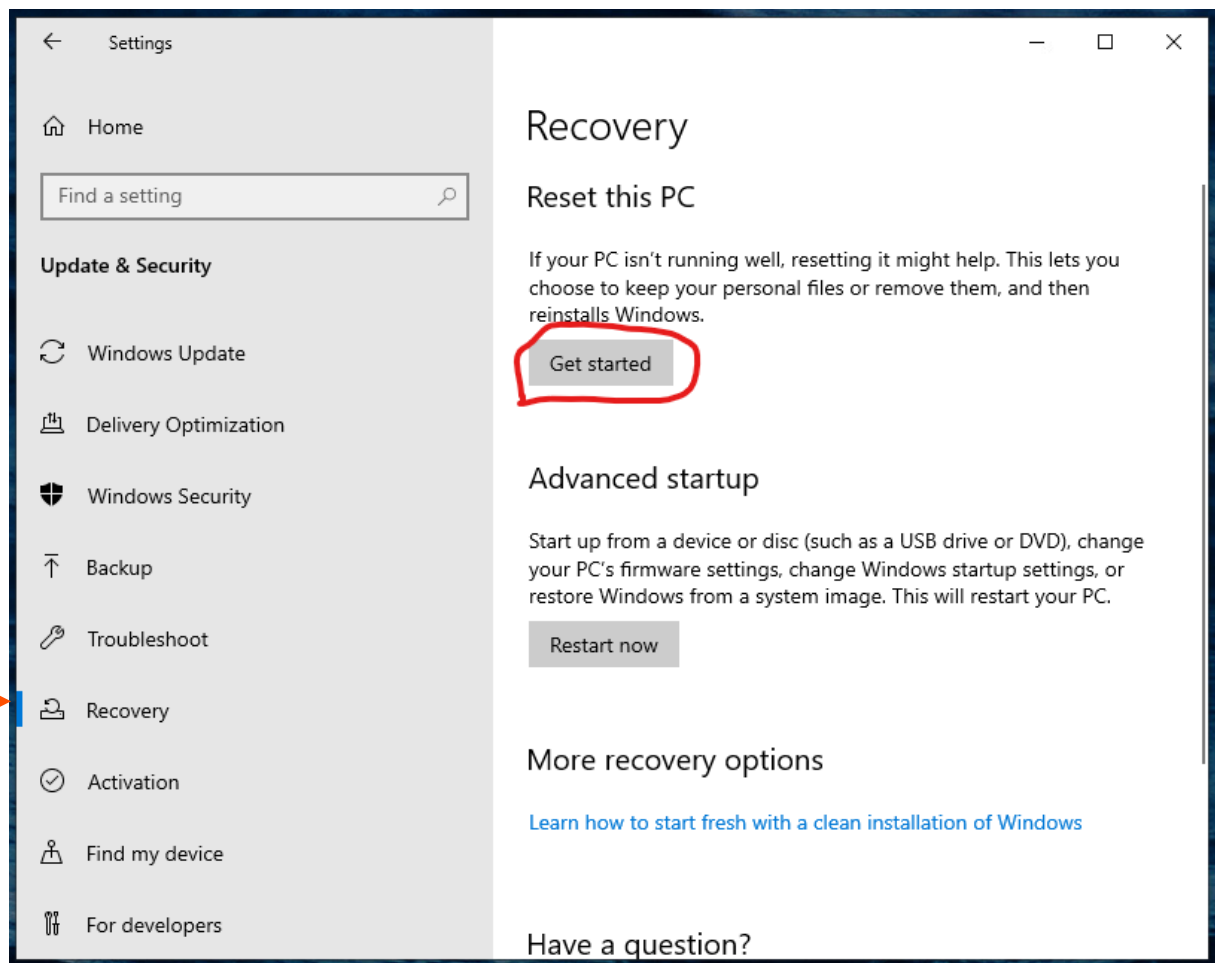
Now we will factory reset your computer. **Warning: This will erase ALL your files!** Except the files you backed up to OneDrive.

Go to System Settings, the gear icon we have used previously on the Start menu

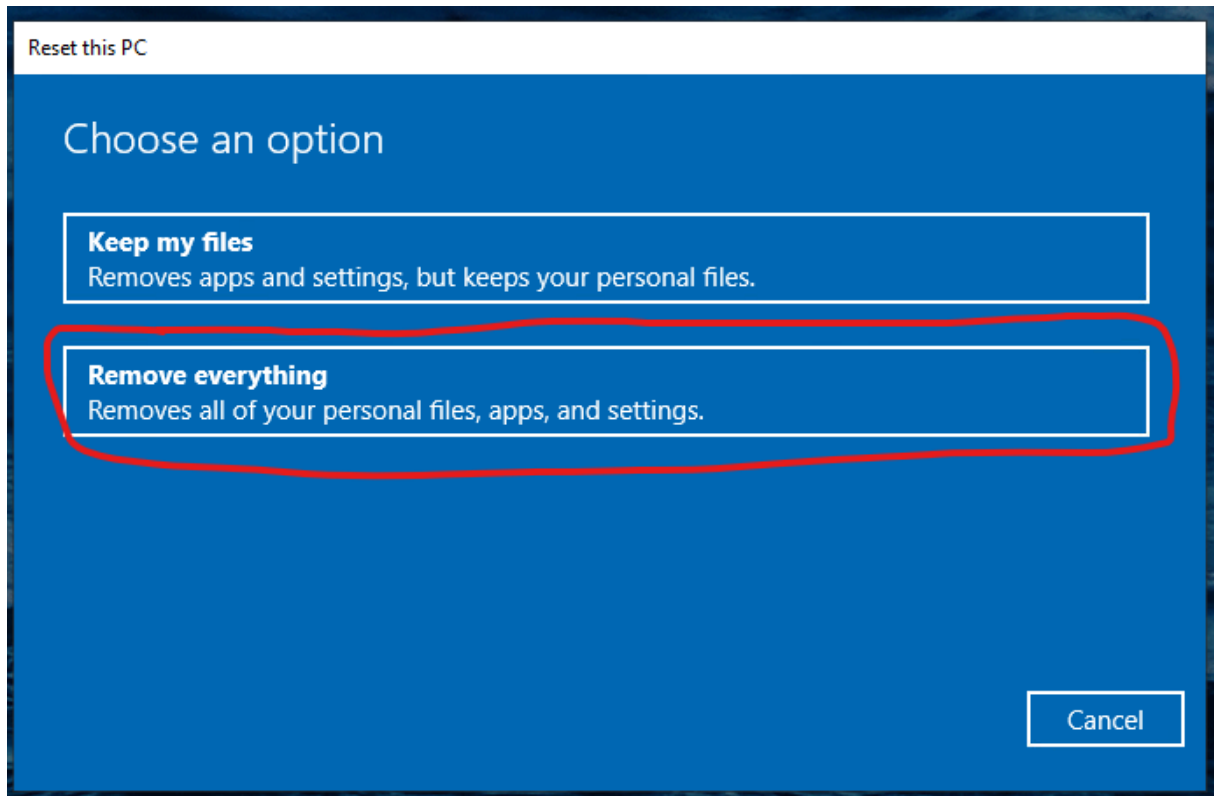


Now, in the new window that appears scroll and locate the setting Update & Security

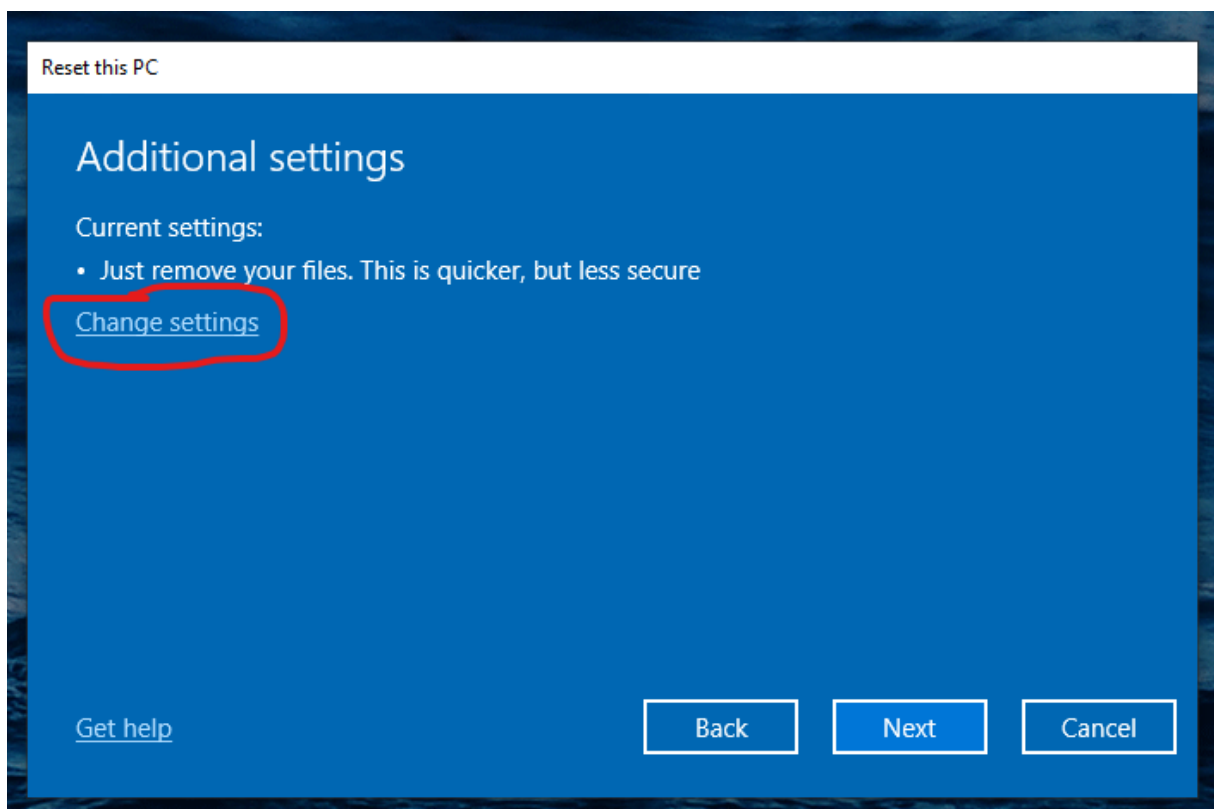




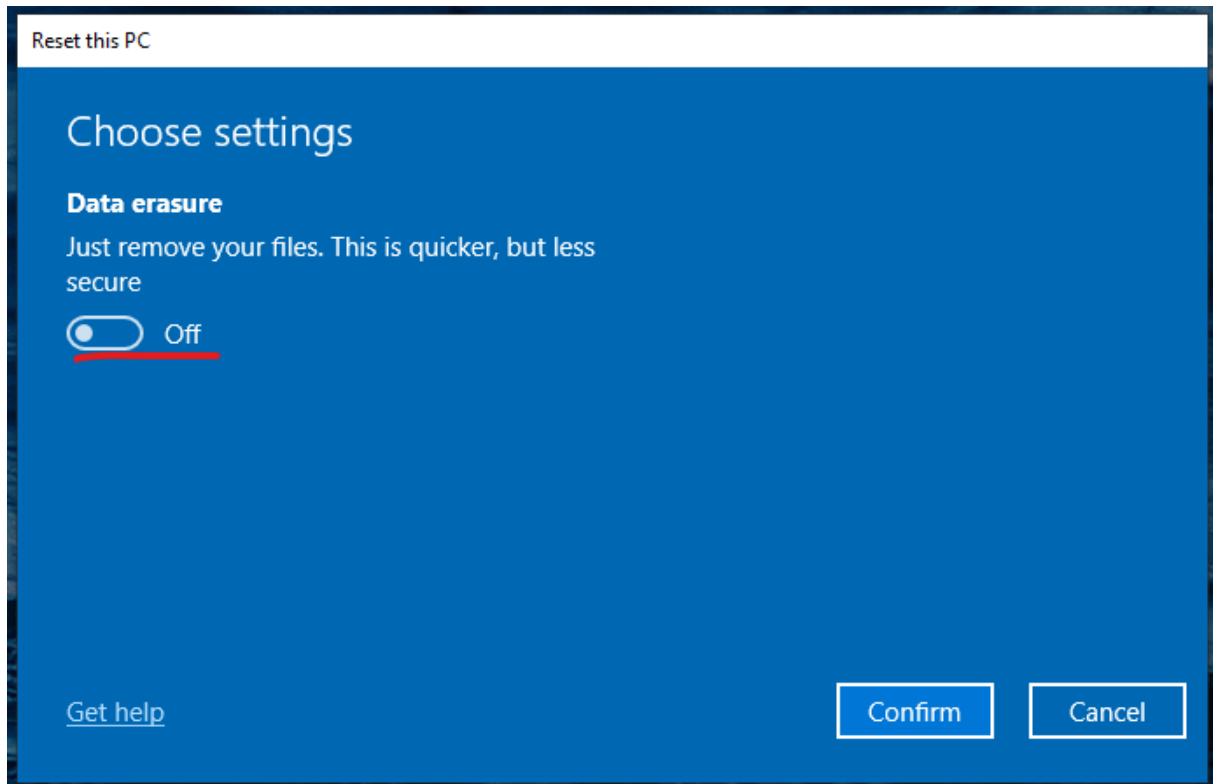
→ Now Go to the Recovery menu and from there click Get Started button.



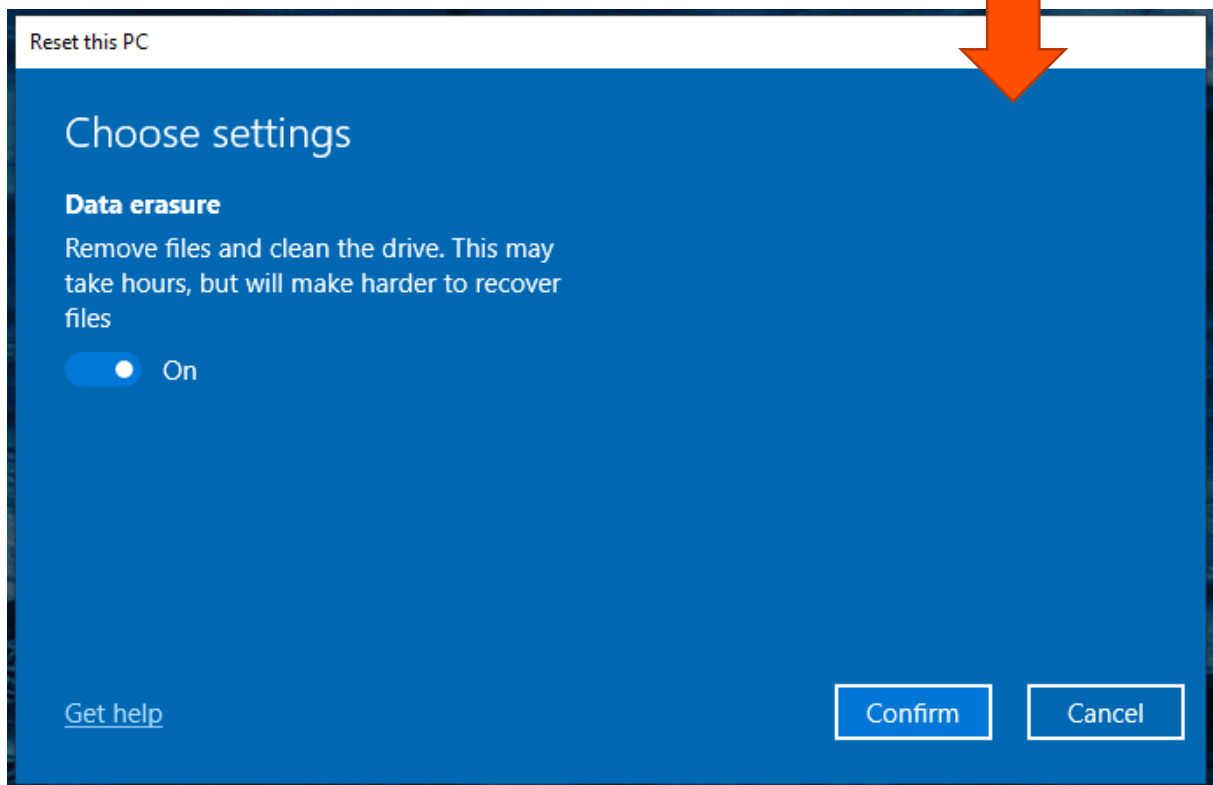
Now click Remove everything



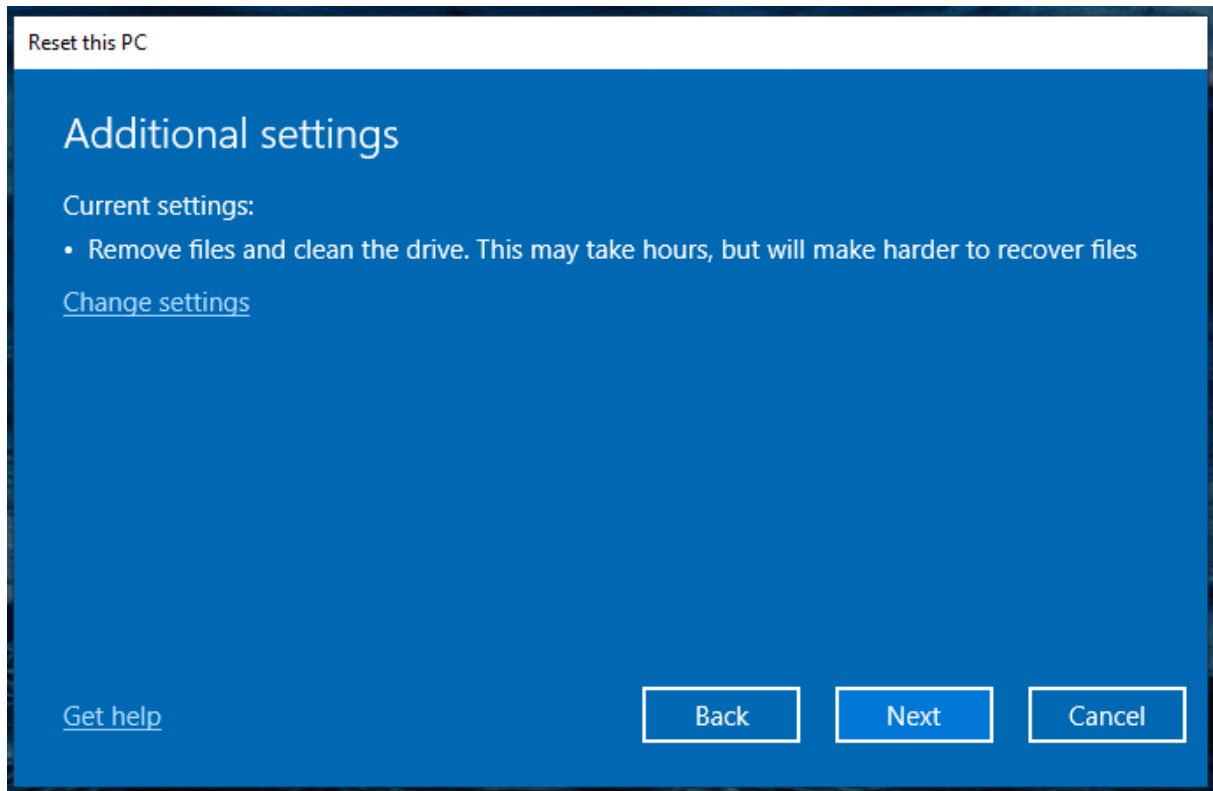
Click Change settings link



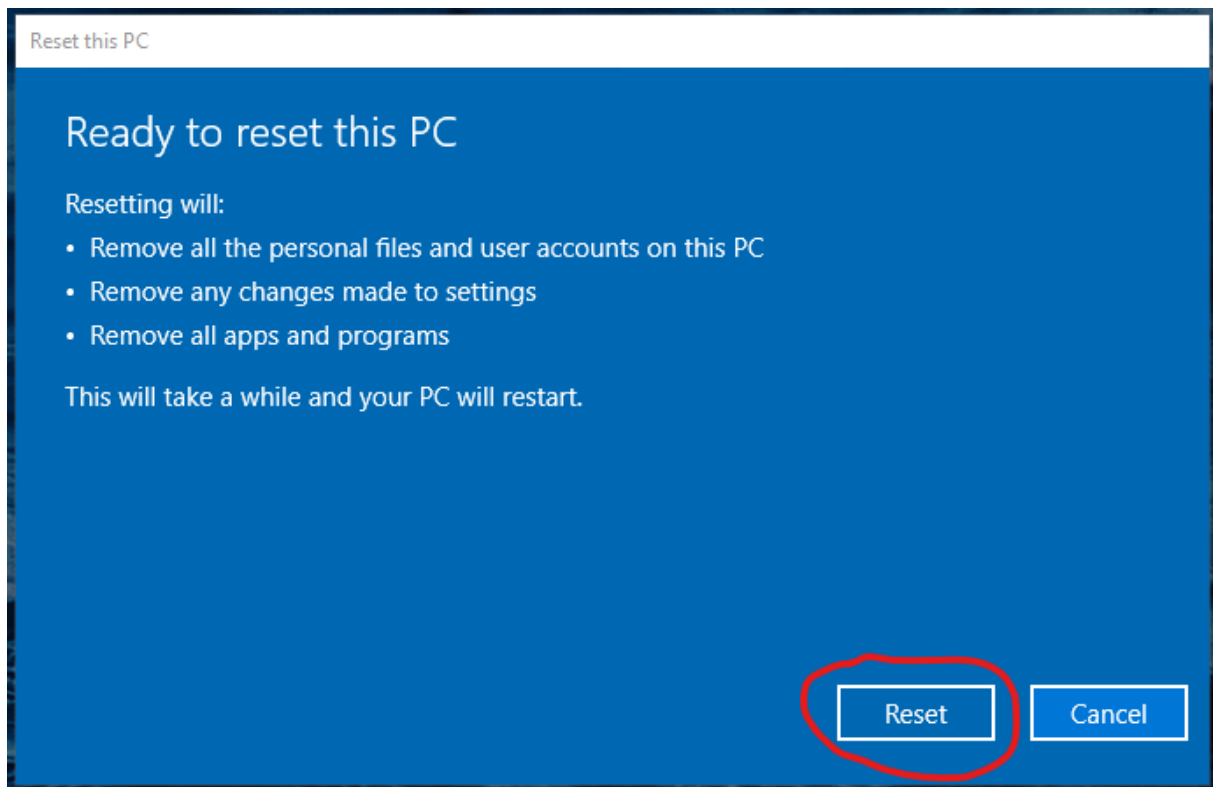
Click the switch button so the text Off changes to On and the text changes to this



Now click Confirm



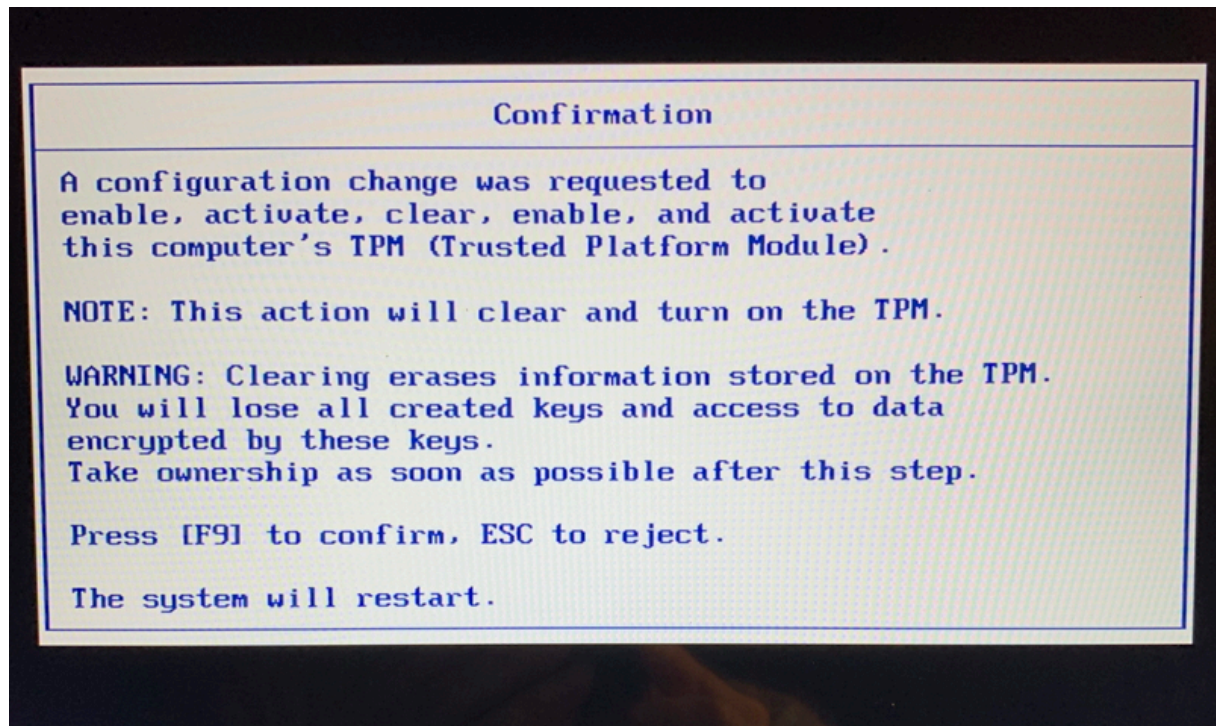
Click next



Click Reset and your PC will begin the system reset.

Troubleshooting:

If you get the following screenshot press the F9 key on your keyboard.



If you have problems with using the dock, press Always connect in the Thunderbolt connection window that should open when you login for the first time.