ACCESSING ONE NOTE ONLINE

One Note is an online tool that will be used by many teachers.
Whilst it has a primary function as an App on the computer itself, access to the online version is necessary to set up your One Note files. The program is also accessible online in the event of your computer not working.

This can be done on any device including your school computer, home PC, Laptop or tablet.

To access these please follow the directions below.

1. Open your preferred web browser and type <mark>mis.eq.edu.au</mark> into the address bar.
     i. Google Chrome is the recommended browser for best results


2. This will bring you to the Education Queensland Sign in page, here you will login using your normal school login details.
   Your username will be your school email address <u>without</u> the @eq.edu.au at the end.
   for example if your email address is doej123@eq.edu.au you will login as follows:
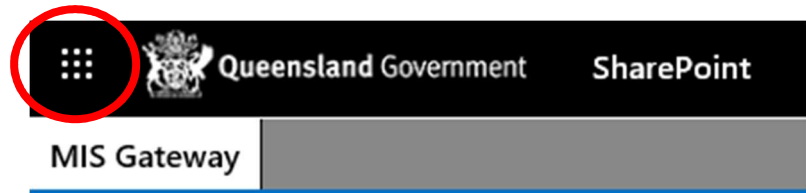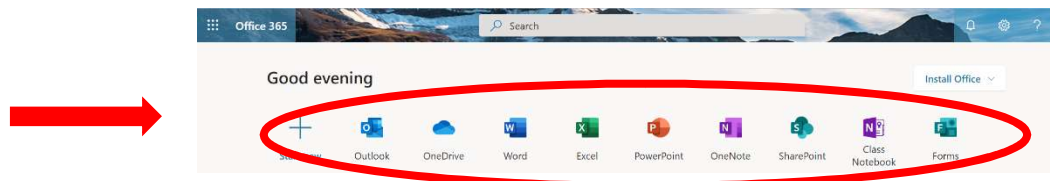   ***Username: doej123***
   ***Password: This will be your normal password.***
   You MUST tick "**I agree to the conditions of use and privacy statements**"
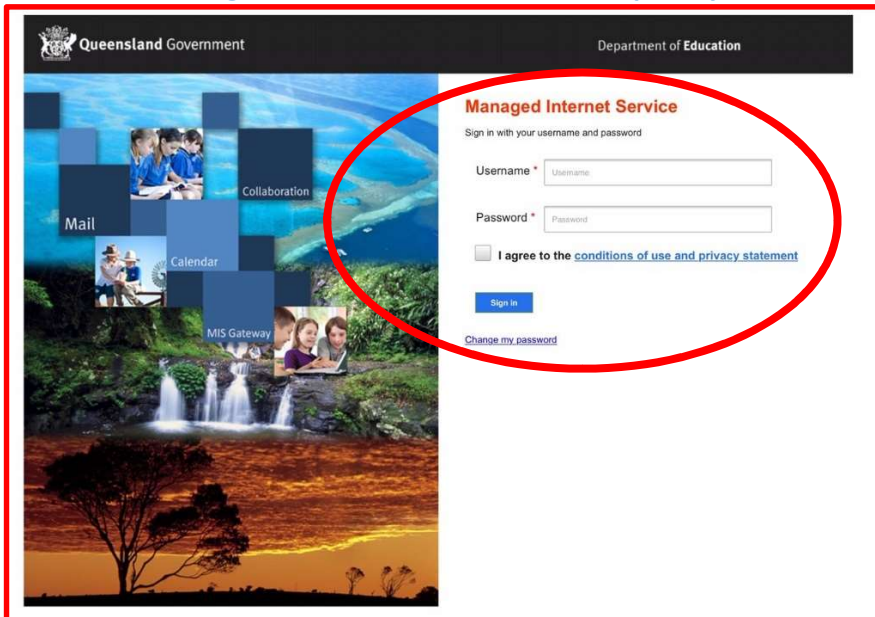
3. From here, depending on your browser there may be two different options to access the apps you require.
Some Browsers will display the apps across the top of your page for easy access as below

Other browsers may require you to click on the "Waffle" on the top left hand corner. This is the square with 9 dots. Clicking will produce the drop down menu with the programs you will require.
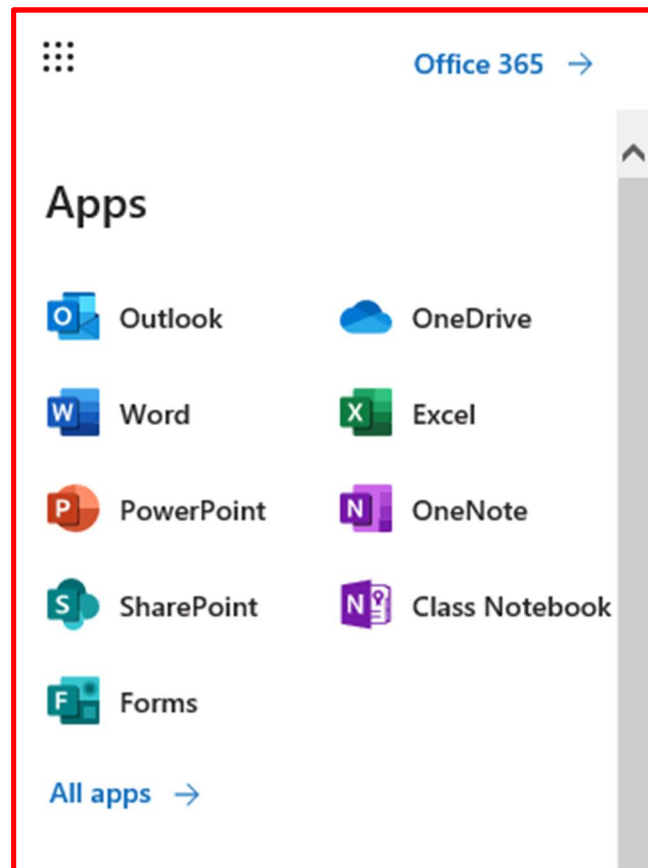
ACCESSING AND SETTING UP ONE NOTE ONLINE
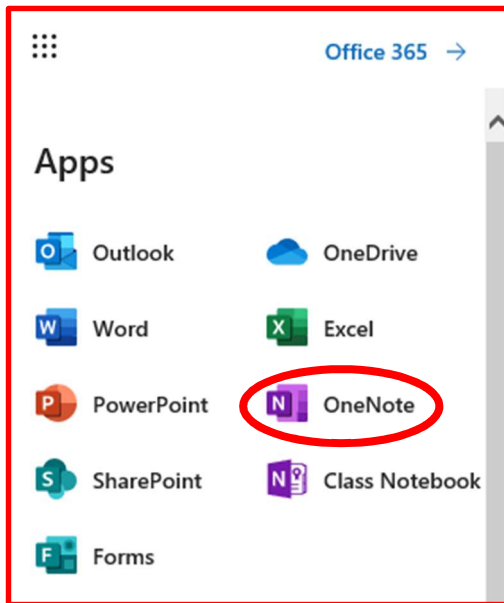
OneNote is a useful program being used by many teachers in preparation for online learning, this can also be used via the app on your computer as well as in your browser.

In particular accessing new workbooks requires access via your browser. When you teacher issues a new workbook for your One Note you will need to follow these steps to "SYNC" the content to your desktop App.

The following will assist with accessing the program online and activating your shared workbooks from your teachers.

Start by clicking the purple "OneNote" symbol.

There are two relevant tabs for you to use in this section.
CLASS NOTEBOOKS
This will list the notebooks that you currently have in use in your OneNote already. By clicking on the relevant class notebook you need to work on it will open in your browser as seen below.

In the event that the app is not working on your computer or your school computer is not working, you will be able to work online in this way as you would normally.
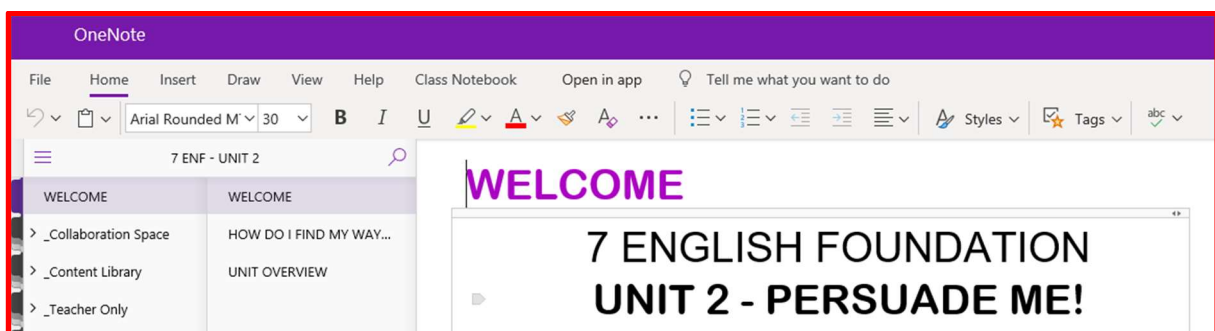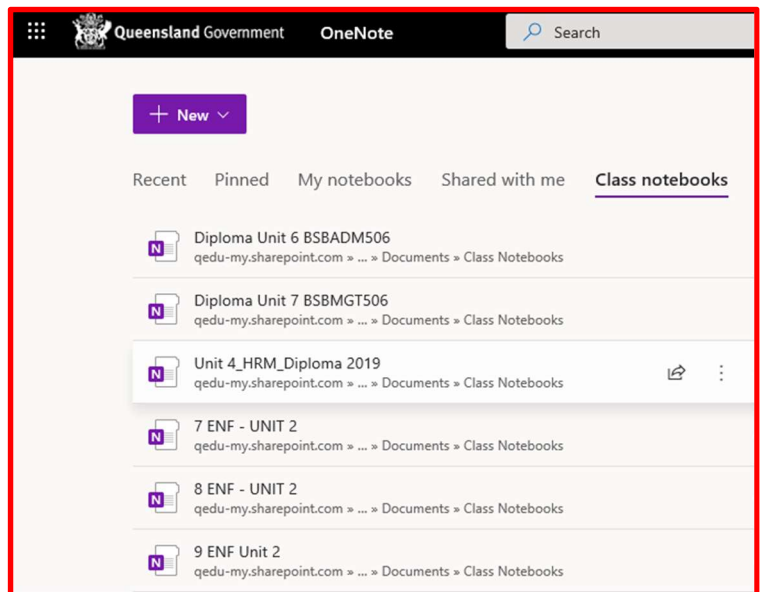
SETTING UP YOUR SHARED NOTEBOOKS

In the 'shared with me' section of your OneNote, you will find any notebooks that your teachers have shared with you.

You MUST Follow this step before you start using a new workbook in your One Note APP.

Click this and it should automatically open the online version of this OneNote Workbook.

It is important that when you have a new OneNote workbook you first open it in the online version.

To open this online simply click the link for that subjects workbook.
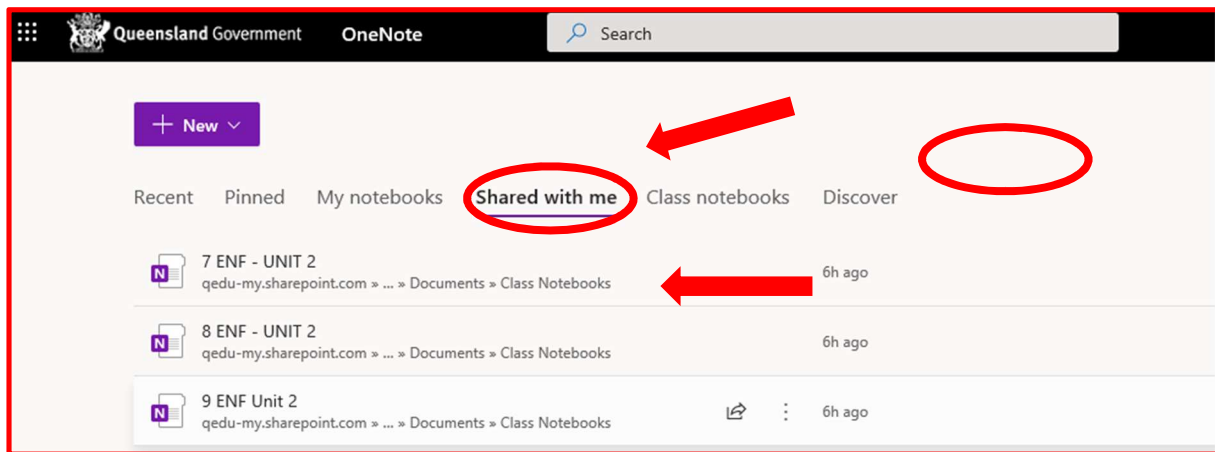
If this is the first time you have opened the online version, select **'Open in app'** to download and open the Class OneNote in the desktop version of OneNote, this will sync the data into the desktop app. This may take a few minutes as the data syncs. Please try not to do anything else while you wait. Once the data has synced to your desktop app for this workbook you will not need to do this step for THAT workbook again. You will now be able to simply open the One Note app for future work.

**HOWEVER you will need to repeat this step for each new workbook you are issued.**

If you are not working from your desktop app you can continue to use the online version of your notebook as normal.
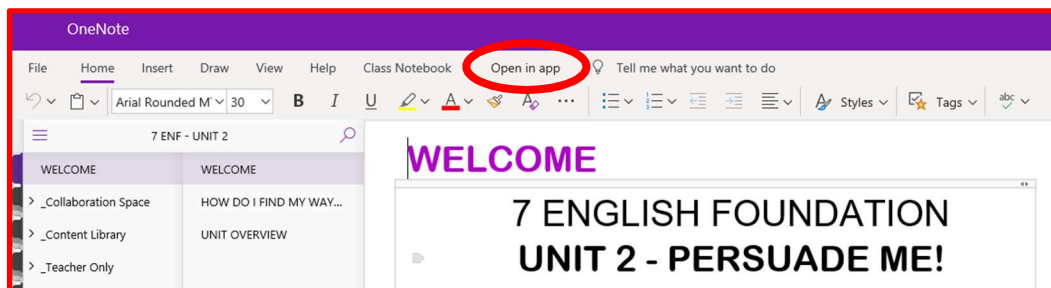
IS THERE A QUICKER WAY?

Yes. There can be!

When your teacher shares a new Workbook with you an email will appear in your inbox. Often students may overlook this email as the sender is listed as **SHAREPOINT ONLINE** instead of your teacher's name, but this email contains a quick link to your new Workbook that looks like this
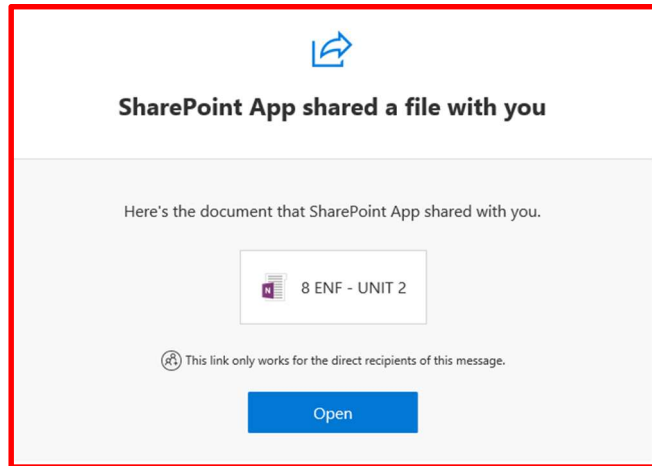
By clicking OPEN you will be taken to the login page listed earlier in this document, if you aren't already signed in. You will then see this work book open online as detailed previously with the option to **"OPEN IN APP."** Following the previous instructions simply click this and wait until it loads to your device.
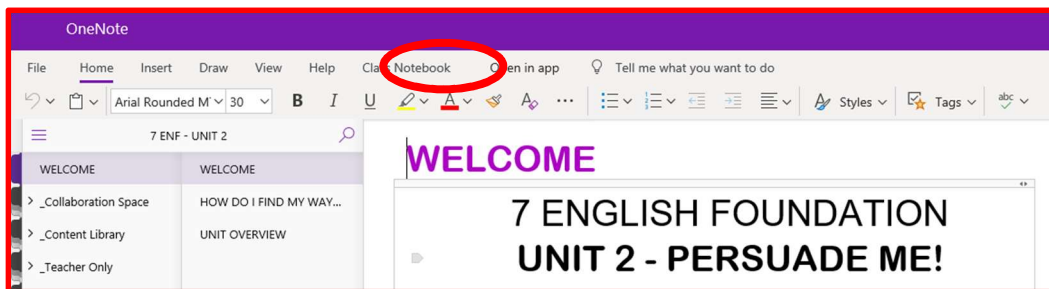
You will now be able to use the One Note workbook on your computer.

**Pinning OneNote to your Taskbar (for easy access on your laptop):**

1. When you have the desktop version of OneNote open, **right click** on the OneNote icon on your task bar and select the option to 'pin to taskbar' this will make it easier to locate it in the future.
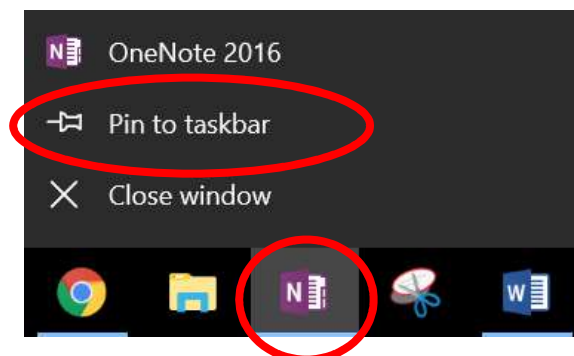
SYNCING YOUR ONE NOTE APP ON YOUR DESKTOP APP

"Syncing" is important to ensure that the data in your OneNote and your teachers is up to date, this will ensure if your teacher or yourself has uploaded work recently it will appear for you or them to see and access

1. Locate the title of the OneNote that you want to sync in the app:
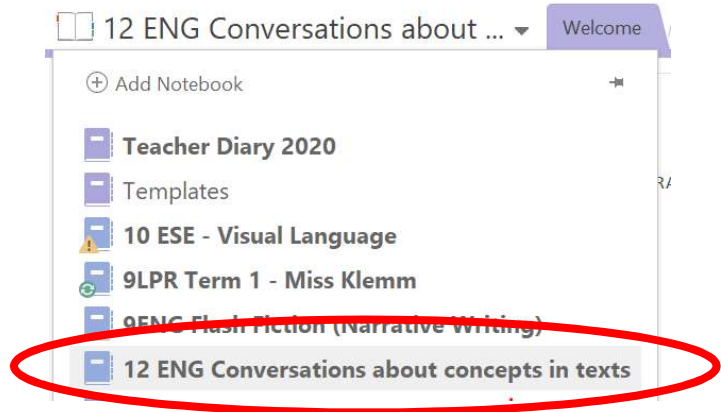
2. Right click on the title of the OneNote you want to sync and select the option to 'Sync this notebook now':
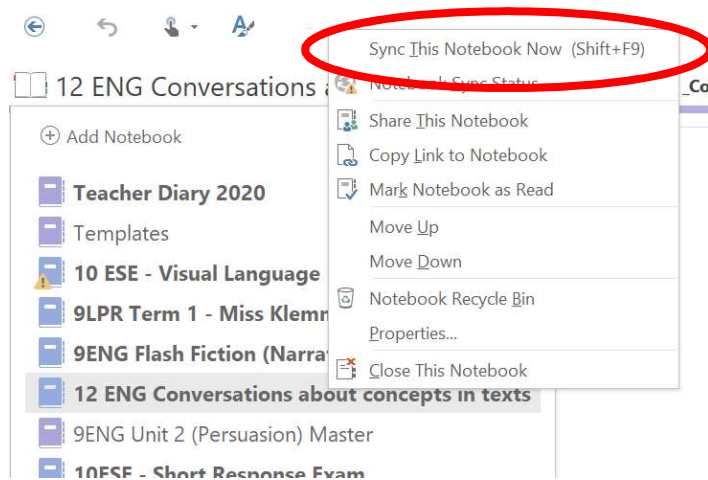
3. Make sure to sync your notebook fully **before you begin any new work** and **when you have finished any new work** so that you are positive you have the most recent versions of any resources shared by your teacher, and your teacher can see the most up to date version of your work.