Accessing One Note and being able to use it effectively for learning

One Note can be accessed 1 of two ways – either using the online browser (Chrome works better than with Windows Explorer) or with the downloaded App. The App is more effective than the online version as inserted sound files won't play on the browser but do in the app.

Note the One Note app can not be downloaded on a chromebook – the online version must be used.

1 – On Chrome

- Go to chrome and type in Microsoft365 – here you will be asked to enter your account details – this must be your school email account and password.
- Once the page has then opened, click on the tile
- This will bring you to the online version of one note
- Find the notebook for the lesson – it may be in my notebooks, or shared with me, click on it
- Your notebook will then open with the name of the group at the top, then collaboration space, content and then your name.
- Click on your name and then open the lesson resources folder to find the lesson as instructed by your teacher.

    You do not need to save your work – it is done automatically – the page works like word – there your teacher with space to write answers write on an image – you can go to the top of the **draw** and then choose a pen/highlighter. To type click on the A text tool

    are images inserted by underneath. If asked to screen and click again you must
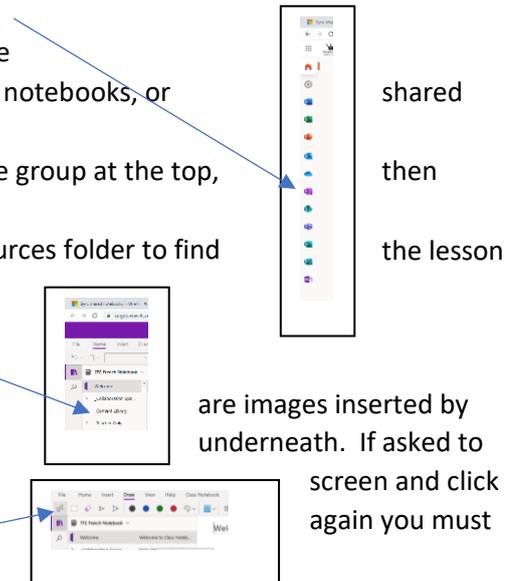
2 – With the App

- See if you have the app already installed on your computer – come to the magnifying glass at the bottom of the screen – next to the start icon and type one note.
- If not there – please go to onenote.com/download and click download
- Once downloaded it will ask you to sign in – again – this is your school email address and password so it links up from teams.
- Go to open and select the notebook for the lesson.
- If it's not there – please go into teams – click on the tile for the class you're looking for and then at the top of the screen click class notebook (the option may be in more) – once open in teams – please click where it says open in browser and change to open in app.
- This should then force the notebook over to the app and it will stay over there to be used every lesson.
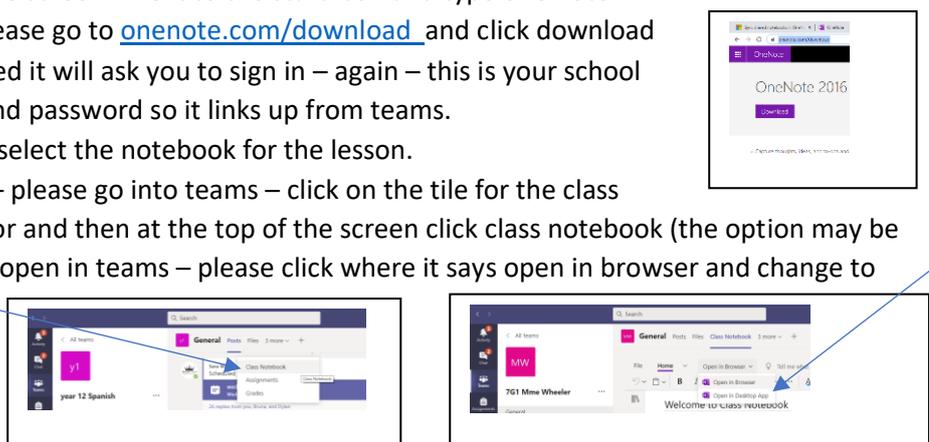
- In the app – it is recommended to sync the notebook every time you open it to ensure that the changes made by the teacher appear – To do this – right click on the name of the notebook – top left hand corner and click sync this notebook now.
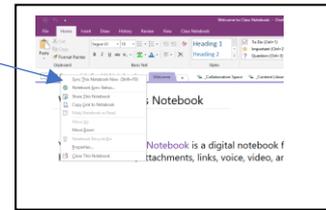
- Again – you do not need to save – everything happens automatically.
- To type, you just click where you want to type and type (exactly the same as word with options such as bold, underline, highlight etc)
- You can also draw on inserted images and highlight words – click on draw – and then choose the pen/highlighter – to type after you must click on the A type icon

- If you are going to use any of the tools from draw – please note that you cannot then go back up in the document and type as it pushes the page down but not hand drawn notes/lines and so these will not be in the place you originally put them.

Please note – you must make sure that you click on your name and lesson resources/homework folder to access the work for the lesson – if you click on content, the file is read only and so you therefore cannot write.