# **OneNote Guide for Students, Parents and Carers**

# How to log into OneNote

Every student at Gordonvale State High School is provided with a username and an email address (for example: bjone329@eq.edu.au). Year 7, 8, 9 and 10 students will need to use their email address to access their OneNote.

# There are two options to begin using OneNote.

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## OPTION 1:

- Open a new internet page in either *Internet Explorer* or *Google Chrome*. Type <u>www.office.com</u> in the address bar.
- The following result appears. Open 'Office 365 login'. •

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**OPTION 2:** Open a search engine such as Google Chrome or Internet Explorer and search 'mis webmail'. If using the search engine look for the result 'Managed Internet Service' and select.

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Your school email Outlook account will appear.

• Click on the App Launcher (9 dots symbol).



• The following apps will appear for the student:





• Select the 'Outlook' icon.

#### **OneNote Guide for Students, Parents and Carers Managed Internet Service** Sign in with your username and password Opening your OneNote via an email invitation Username \* Username • Students open their OneNote from an email invitation sent by a teacher. Password \* Password □ I agree to the <u>conditions of use and privacy statement</u> • The student logs in with their email credentials and password. Sign in Please wait for Microsoft Outlook to load. It may look like this: • When your emails have loaded, look for emails from a Gordonvale SHS HOD or teacher. These are the emails generated from OneNote when a teacher invites you to view their subject Notebook. Search Current Mailbox (... 🔎 Current Mailbox Q Reply Q Reply All Q Forward ٠ All Unread ARENA, Vanessa (varen3) By Date \* Newest 4 ARENA, Vanessa (varen3) shared "7 English" with you. ARENA, Vanessa (var... If there are problems with how this message is displayed, click here to view it in a web browser. ARENA, Vanessa (varen3) s... 12:42 PM ARENA, Vanessa (varen3) ARENA, Vanessa (varen3) shared a file with you Microsoft View the email. The following page appears. ٠ Here's the document that ARENA, Vanessa (varen3) shared with you. 7 English (R) This link only works for the direct recipients of this message Click on 'Open'. This opens a link to your OneNote. • Open Microsoft Privacy Statement pg. 4



# OneNote Guide for Students, Parents and Carers

# Opening your OneNote App

- Once you have opened your OneNote notebook for the first time via your emails, then you can go straight to OneNote to access that Notebook .
  - Open a new internet page in either Internet Explorer or Google Chrome. Type <u>www.office.com</u> in the address bar.
  - Open 'Office 365 login'.



• Your OneNote will list Recent Notebooks that have been shared with you.

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Recent Pinned	My notebooks	Shared with me	Class notebooks	Discover	
XYZ Subject ZUCCO, Mechelle	e (mzucc2)'s OneDrive f	for Business » »ooks		Just now	g <sup>R</sup> Shared

• Click on the OneNote that you want to open to study.

# **HELPFUL TIPS:**

## 1. <u>Deleted OneNote Notebooks by a teacher</u>.

Please note, you will have several emails with OneNote notebooks from different teachers.

If you have opened a OneNote email and the message below appears, that is okay. It just means that the OneNote Notebook has been deleted by your teacher.

• Your term 2 emails will have the latest OneNote Notebooks for you to study.

Error	×	
Sorry, s	omething went wrong	
Item does not exist	. It may have been deleted by another user.	
TECHNICAL DETAILS		

GO BACK TO SITE

## 2. Teachers to contact

Sometimes the OneNote link may not open properly. To solve this issue, email the relevant Curriculum Head of Department or teacher. The email needs to include the following details: *Your full name, subject and year level*. It is also very helpful to include screen shots of your error message.

Head of Department	Staff name	Email address	Subjects			
HOD English	Ms Arena	varen3@eq.edu.au	English			
HOD Mathematics	Mrs Martin	rmart56@eq.edu.au	Maths and Digital Technologies			
HOD Science	Ms Batterham	abatt43@eq.edu.au	Science and Agriculture			
HOD Performing Arts	Mrs Farnsworth	tfarn1@eq.edu.au	Art, Drama, Media, Music			
HOD PE/Manual Arts	Mr Sperring	msper10@eq.edu.au	HPE, HPE Extension, Sport & Rec, ATAR HPE, INTAD, Design & Technology			
HOD Humanities	Mr Fredericksen	lfred11@eq.edu.au	History, Geography, Civics & Citizenship, Economics & Business, Entrepreneurship,			
			ATAR pathways Legal Studies & Business, Digital Communication, Japanese,			
			Intercultural Studies.			

#### 3. To Download 'ADOBE ACROBAT READER DC'.

Adobe Acrobat Reader DC is the free software used to view, print and comment on PDF documents. If you do not have Adobe Acrobat Reader DC on your device, you can download it. Click on this link: <u>https://get.adobe.com/reader/</u>

Untick all offers and suggestions. Only download Acrobrat Reader.

#### 4. <u>To open and save a PDF file</u>

# 🔑 Test PDF.pdf

Step 1: Double click on the .pdf file icon.

Step 2: Download File message box appears: "We can't open the file from OneNote – Would you like to download a copy?" Click ONCE only on 'Download'.

Step 3: The security box at the bottom of the screen appears. Click on "Allow Always".

Step 4: Then the 'Download Window' box appears. Click on Save arrow:



Step 5: Choose 'Save As' option. Choose where you want to save your .pdf file.