

OneNote Guide for Students, Parents and Carers

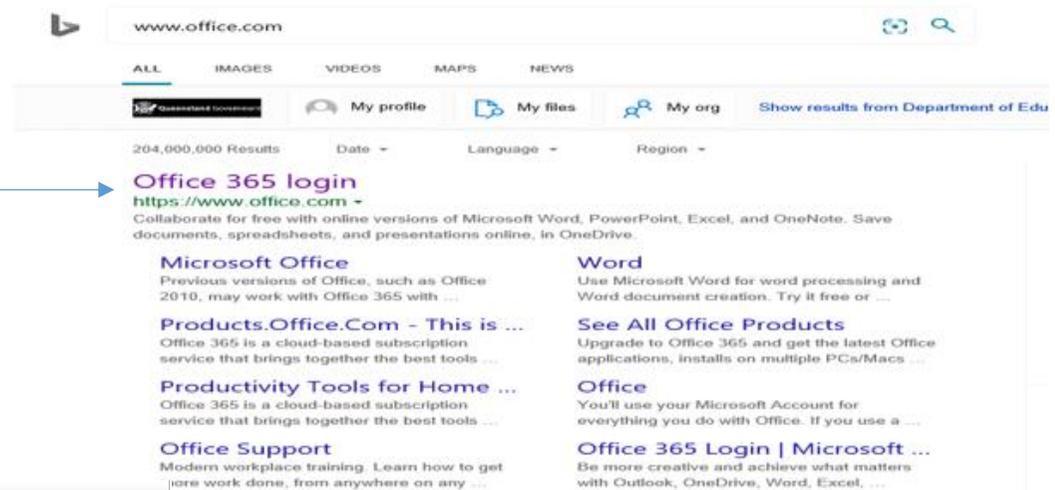
How to log into OneNote

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.

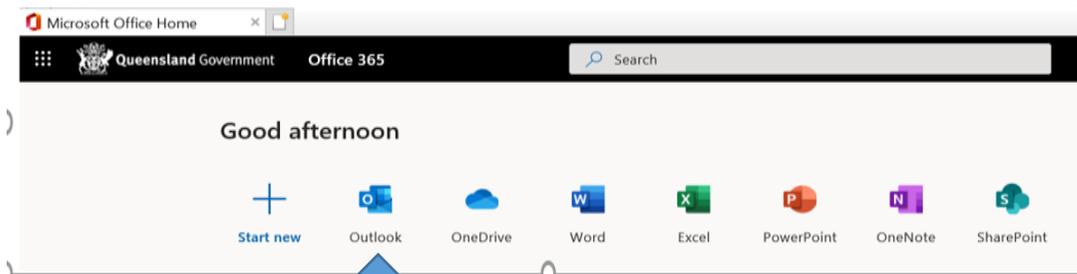
There are two options to begin using OneNote.

OPTION 1:

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

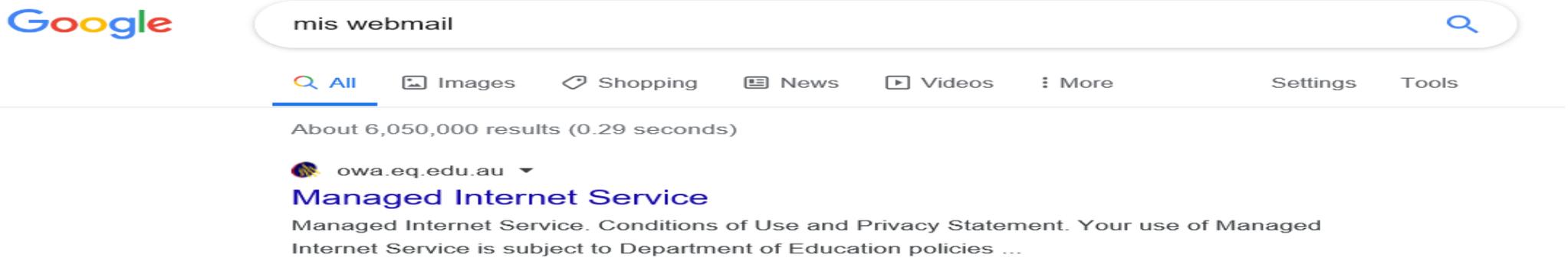


- The Office 365 Apps appear:



- Select the **Outlook** icon.

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.



- You will be prompted to sign in using your username. For example: **bjone329**. Then enter your password.

Make sure you click in the box **I agree to the**

Before you click on the 'Sign in' box.

Managed Internet Service

Sign in with your username and password

Username *

Password *

I agree to the [conditions of use and privacy statement](#)

Sign in

[Change my password](#)

Your school email Outlook account will appear.

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



- The following apps will appear for the student:



Office 365

Apps



Outlook



OneDrive



Word



Excel



PowerPoint



OneNote



SharePoint

[All apps](#) →

Documents

- Select the 'Outlook' icon.

OneNote Guide for Students, Parents and Carers

Opening your OneNote via an email invitation

- Students open their OneNote from an email invitation sent by a teacher.
- The student logs in with their email credentials and password.
- 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.

Managed Internet Service

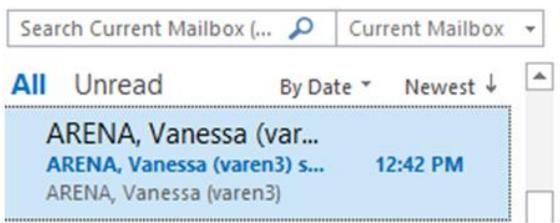
Sign in with your username and password

Username *

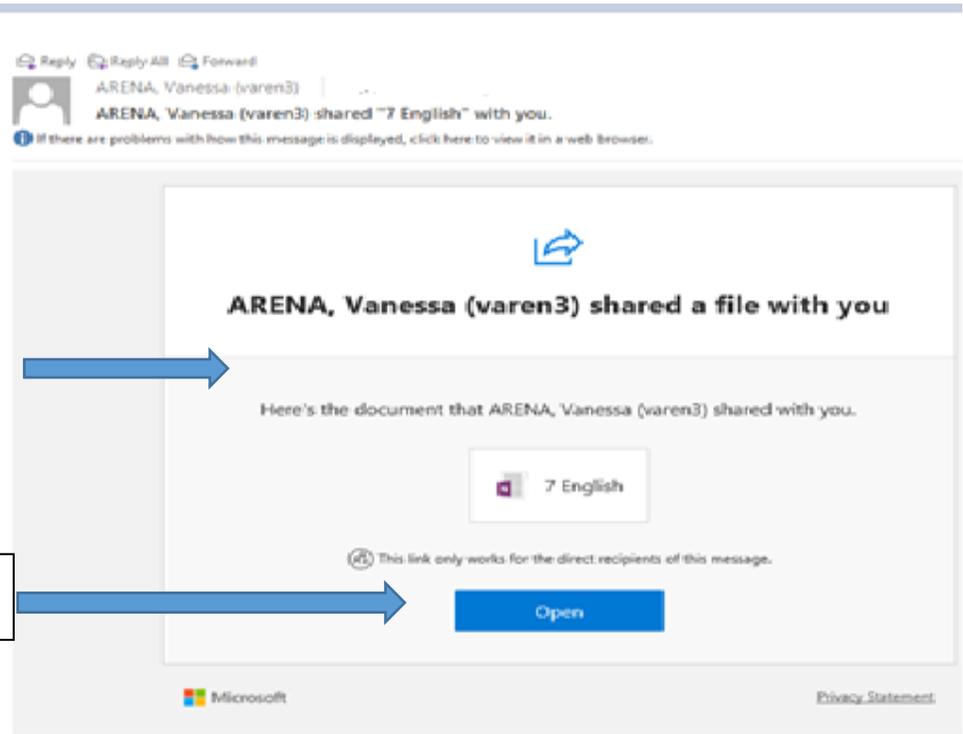
Password *

I agree to the [conditions of use and privacy statement](#)

Sign in



• View the email. The following page appears.



• Click on 'Open'. This opens a link to your OneNote.

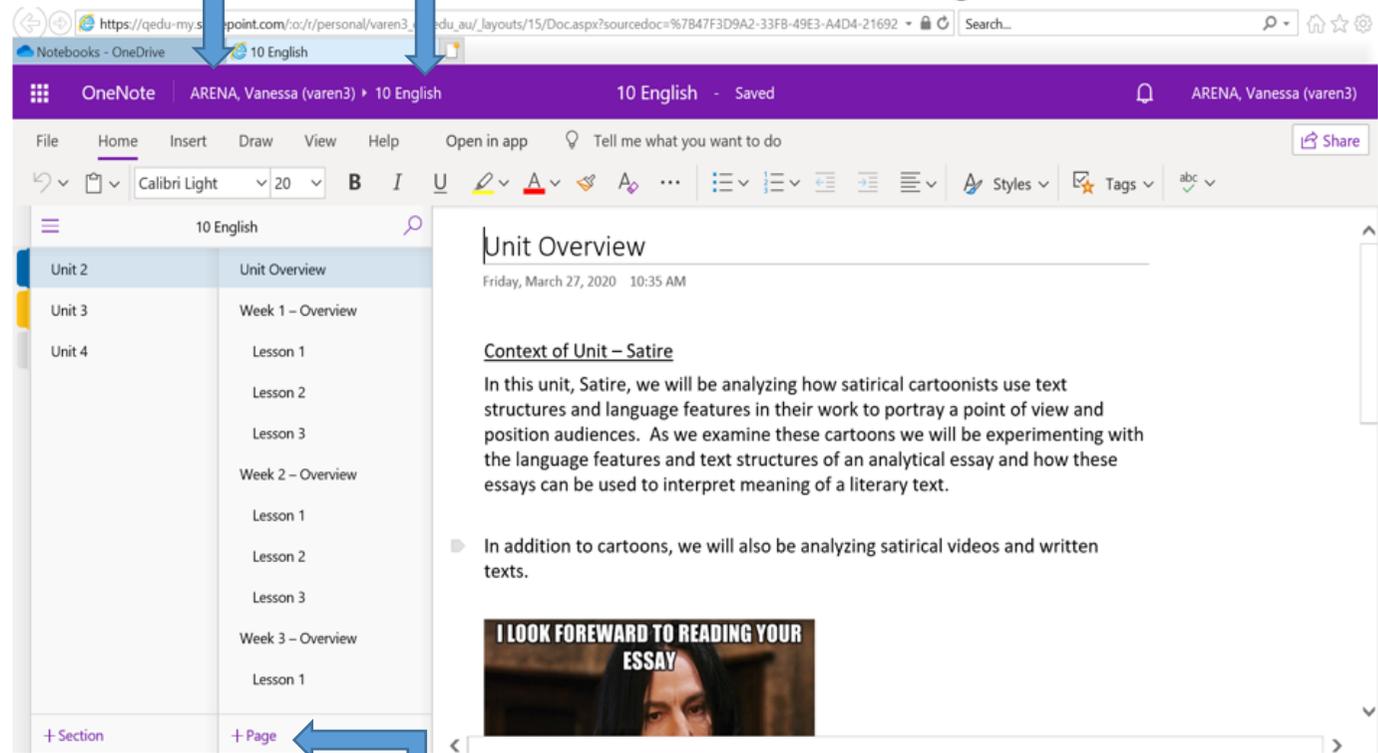


When you open any subject OneNote, there are standard features:

Your name (and username)

Name of the OneNote Notebook.

You will only be able to **'View'** your OneNote. That is, you cannot edit the content at all.



Sections in OneNote are like the tabs in a typical five-subject paper notebook. With OneNote, you can have as many sections as you want.

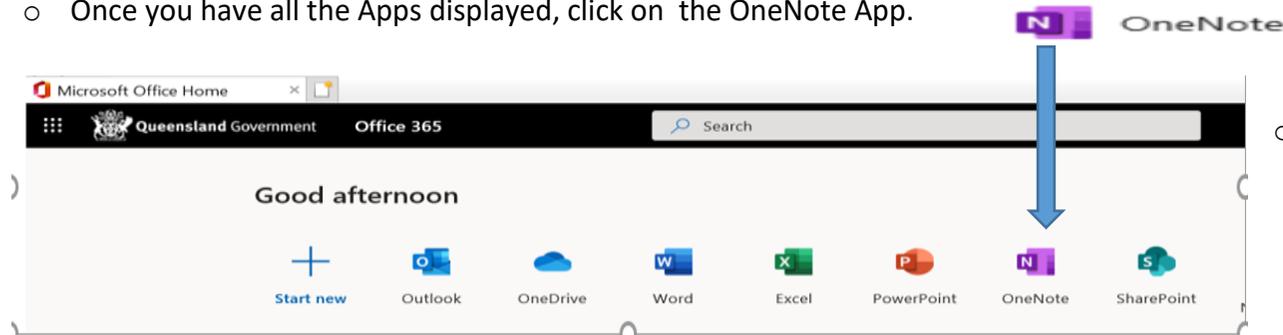
When you click on a 'Section' the pages linked to that section appear on the right hand side of the section list. The 'Section' you selected will be highlighted as above.

Pages are where the teacher has prepared subject notes for students to read. There may be different file types on the pages. For example, audio files, pdf documents, images.

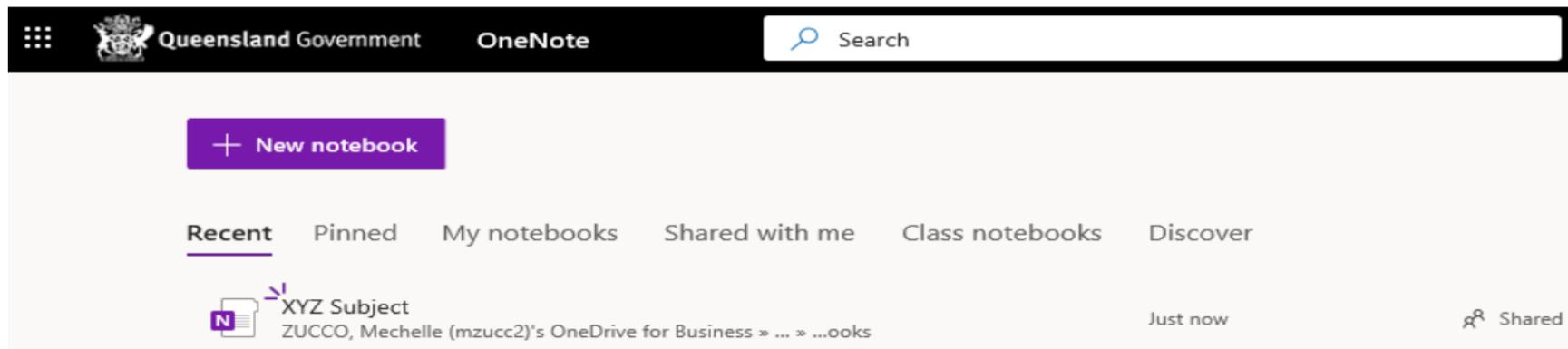
OneNote Guide for Students, Parents and Carers

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 www.office.com in the address bar.
 - Open 'Office 365 login'.
 - Once you have all the Apps displayed, click on the OneNote App.



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



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

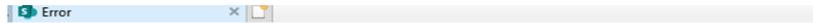
HELPFUL TIPS:

1. Deleted OneNote Notebooks by a teacher.

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.



Sorry, something 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	m Sper10@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: <https://get.adobe.com/reader/>

Untick all offers and suggestions. Only download Acrobat Reader.

4. To open and save a PDF file

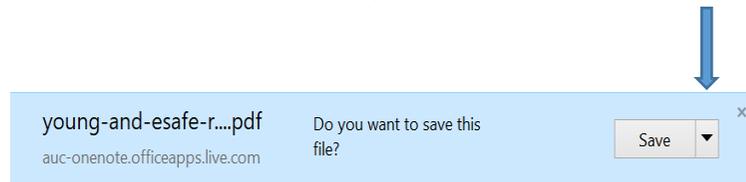
 Test PDF.pdf

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.