

Connecting to OneNote (Prep—Year 2)

The following devices will run OneNote.

Select your device below to navigate to the setup instructions for that particular device



[iPad](#)



[Windows Computer](#)



[Apple Computer](#)



[Android Device](#)

[\(e.g. Samsung Galaxy Tab\)](#)

Please note:

OneNote only supports one user to be logged in at a time. Please see the FAQs if you are planning on using one device for multiple children. These can be found in the Tech Support section of each OneNote or on the Remote Learning section of the school website.

IPAD


Connecting to OneNote (Prep—Year 2)

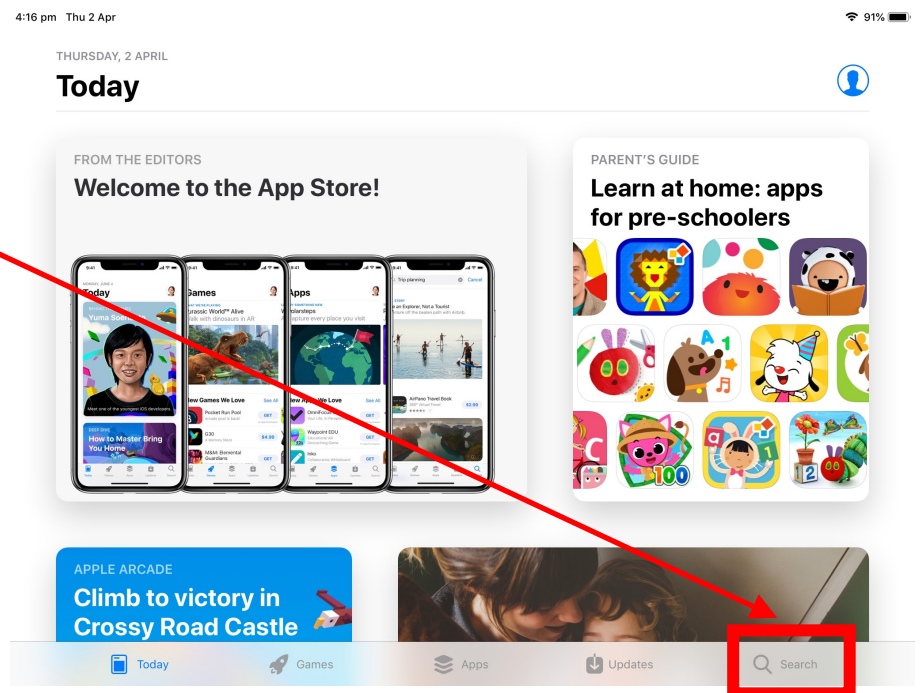


1. Download OneNote from the App Store

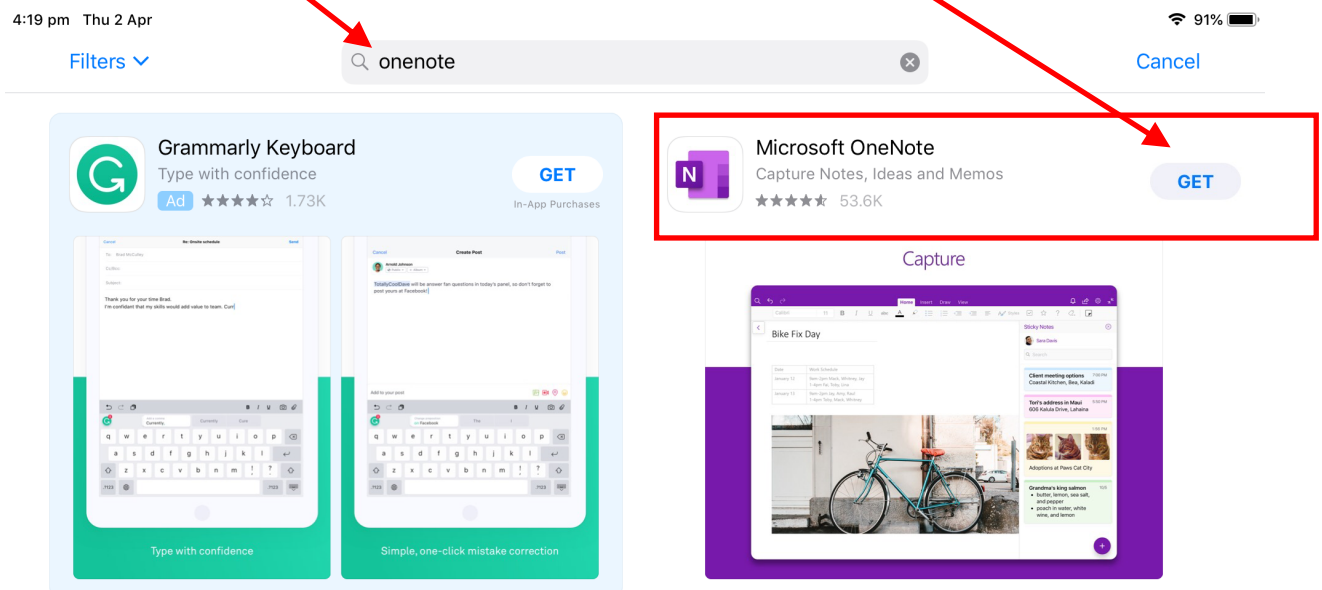
a) Open the App store



b) Select  Search from the bottom right corner.



c) Search for **OneNote** in the Search Bar. Find Microsoft OneNote and press 'GET'



N.B. OneNote is a free app but you may be prompted for your AppleID password or to give your touch ID in order to download. You will not be charged.

IPAD

Connecting to OneNote (Prep—Year 2)



OneNote

Take Notes.
Get Organised.

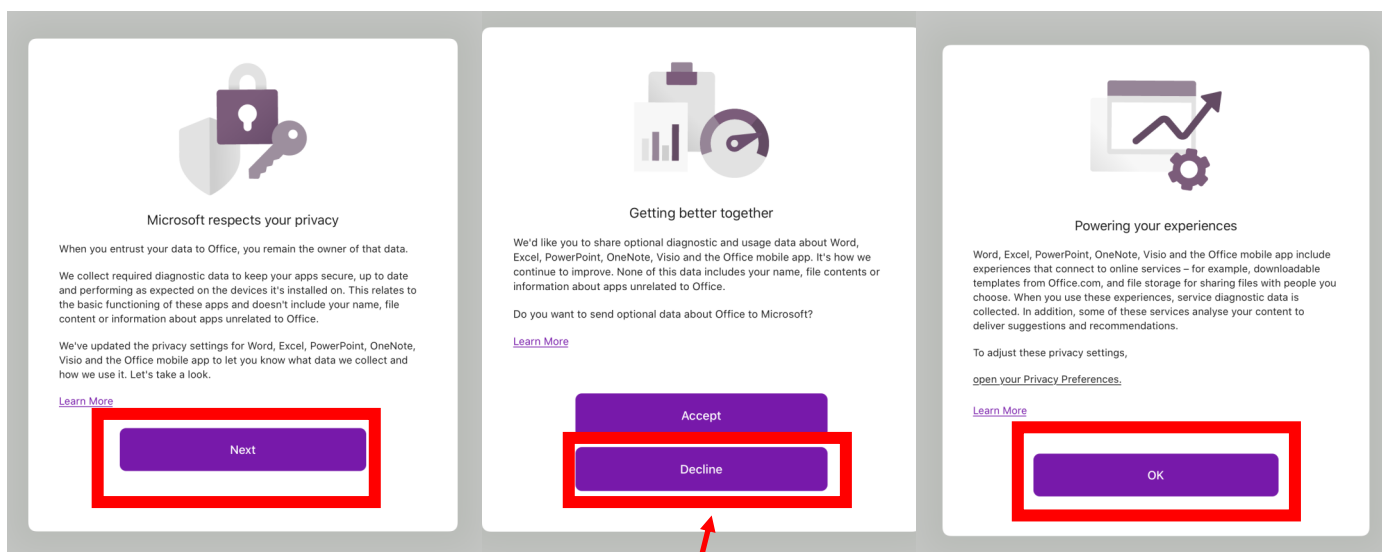
Sign Up for Free

Sign In

2. Sign in to the OneNote App

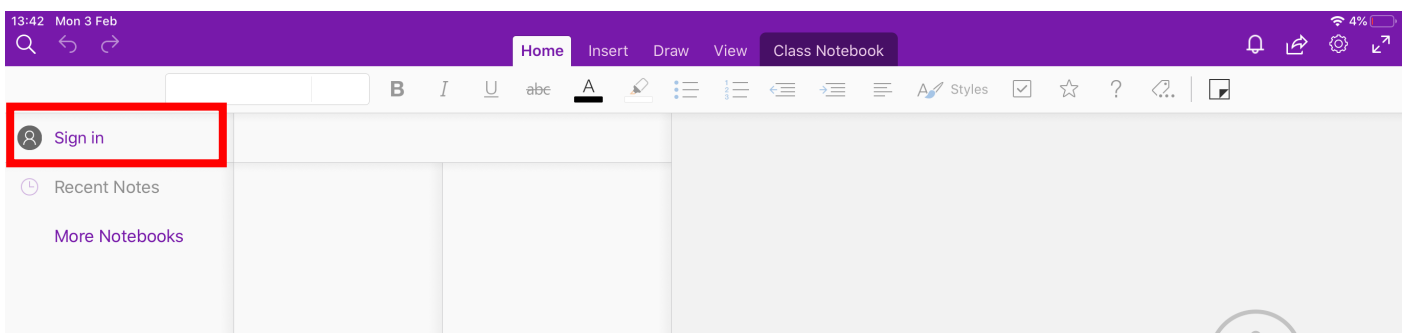
a) On the first login screen, select 'Sign In'

b) You may see these screens before logging in. If you do, select the following options:



Choose 'Decline'

Alternatively, you may begin on the following screen. Click 'Sign in' and follow the next two steps.



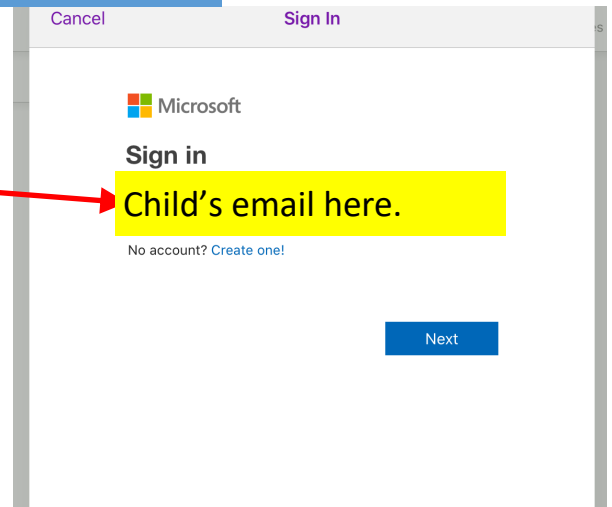
IPAD

Connecting to OneNote (Prep—Year 2)

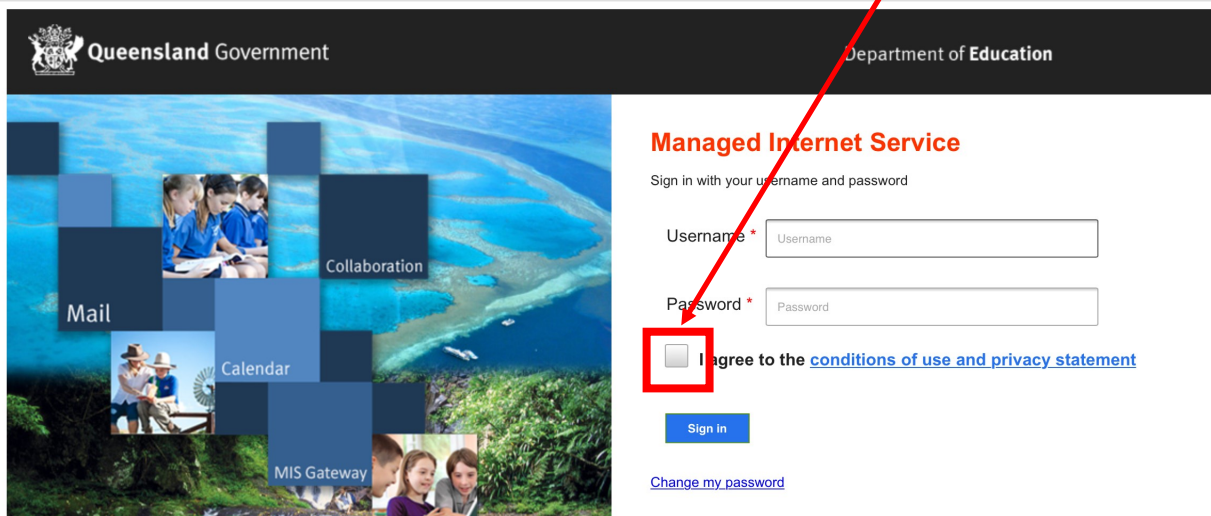
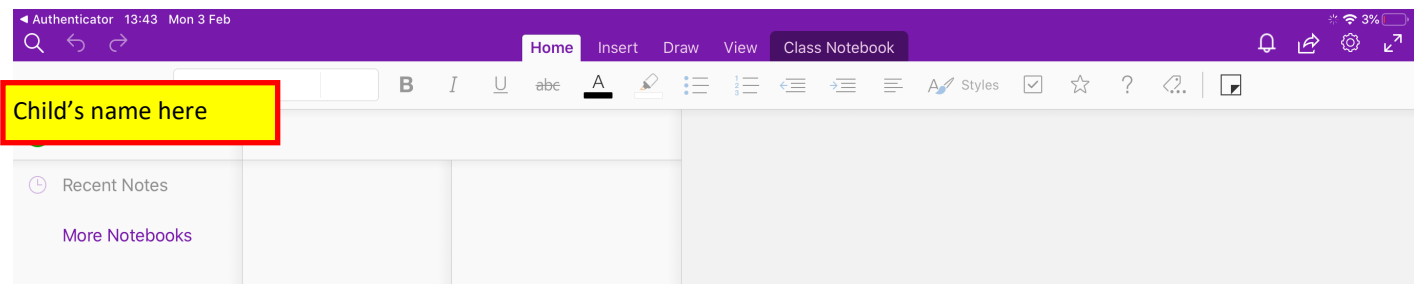
b) Enter the school email, e.g.
USERNAME@eq.edu.au

Then press 'Go' or the large arrow.

You will receive an email that contains your child's school email, username and password.

A screenshot of the Microsoft sign-in interface. At the top, there are 'Cancel' and 'Sign In' buttons. Below the Microsoft logo, the text 'Sign in' is displayed. A yellow rectangular box highlights the text 'Child's email here.' with a red arrow pointing to it from the left. Below this, there is a link that says 'No account? Create one!'. At the bottom right, there is a blue 'Next' button.

c) Enter the school username and password then **tick** the box next to 'I agree...' and press 'Sign in'

A screenshot of the Queensland Government Department of Education's 'Managed Internet Service' sign-in page. The header includes the Queensland Government logo and the Department of Education. The main content area has a background image with icons for 'Mail', 'Collaboration', 'Calendar', and 'MIS Gateway'. On the right, there is a sign-in form with fields for 'Username' and 'Password'. Below these fields is a checkbox, which is highlighted with a red box and a red arrow pointing to it from the left. The text next to the checkbox is 'I agree to the [conditions of use and privacy statement](#)'. Below the checkbox is a blue 'Sign in' button and a link for 'Change my password'.A screenshot of the Microsoft OneNote 'Class Notebook' interface. The top ribbon shows 'Home', 'Insert', 'Draw', and 'View'. Below the ribbon, there is a yellow rectangular box with the text 'Child's name here'. The main area of the notebook is empty. On the left side, there is a sidebar with 'Recent Notes' and a link to 'More Notebooks'.

d) When you have reached this screen, you have successfully logged in and can move on to the step — Accessing my child's class OneNote.

IPAD

Connecting to OneNote (Prep—Year 2)

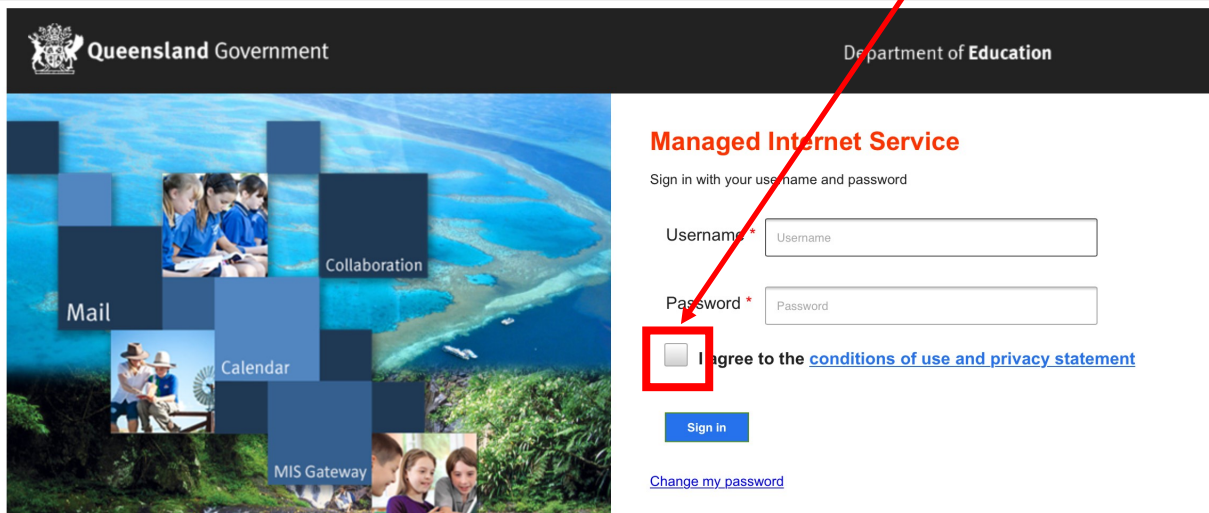
3. Accessing my child's class OneNote

- a) Log in to your email on your child's device and locate the email with their login details.

Click on the link in provided in this email which will direct you to their Class OneNote's online space. You will download it to the app from here.

- b) Log in to OneNote online

Enter the school username and password then **tick** the box next to 'I agree...' and press '**Sign in**'



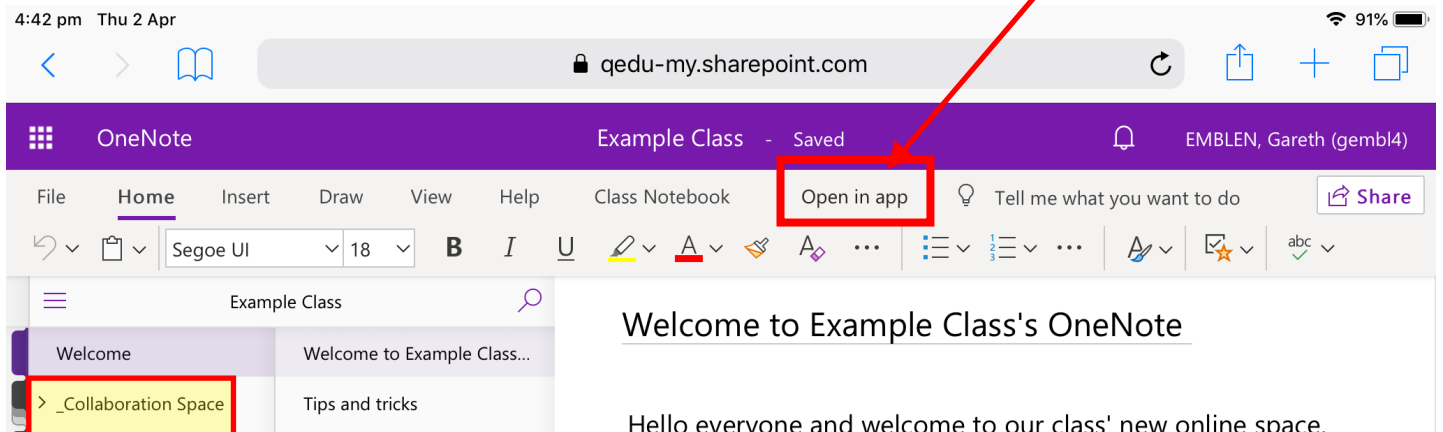
- c) When the following screen appears, select 'No'



IPAD

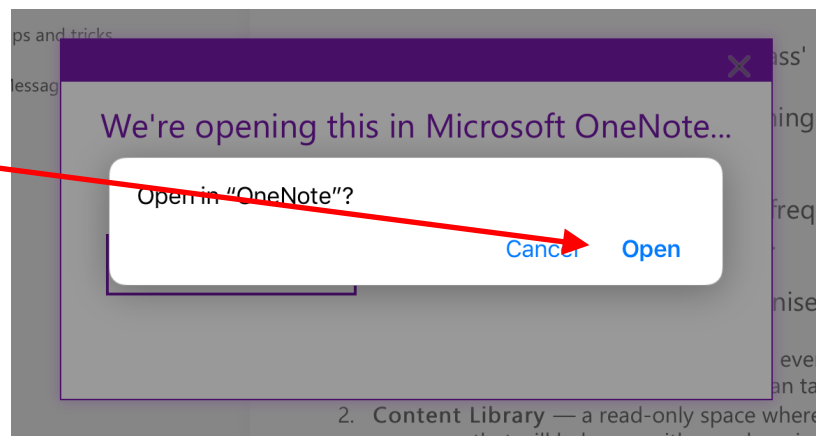
Connecting to OneNote (Prep—Year 2)

d) Once the website has loaded, locate the button '*Open in app*' in the grey ribbon and press it.



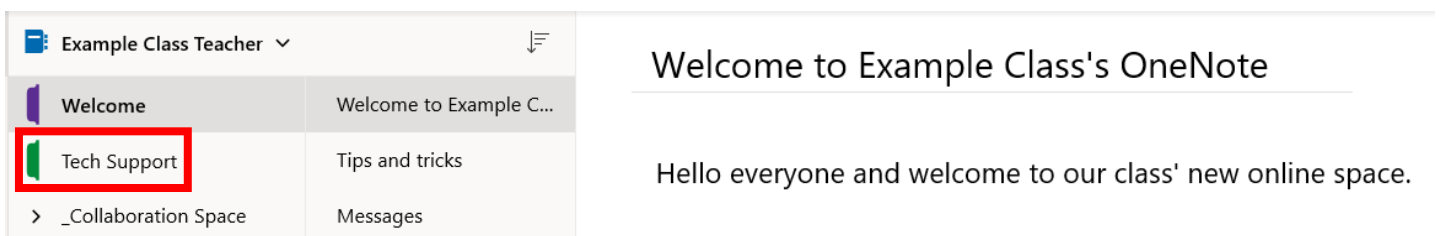
N.B. If you cannot see this option, navigate to any page in the '**Collaboration space**' and press anywhere on the page.

e) When prompted, select '**Open**'



It may take several minutes to sync to the app. Once you have done so, you should work from the app.

Please check out the walkthrough video guide in the Support section to explore how the notebooks have been set up .



WINDOWS

Connecting to OneNote (Prep—Year 2)



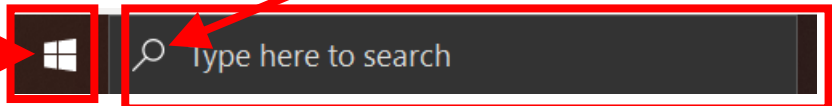
Please note: This guide is designed for OneNote for Windows 10.

Whilst older versions of OneNote may have a different layout, they are still usable. If you require support for previous versions of OneNote, please contact studentsupport@nundahss.eq.edu.au.

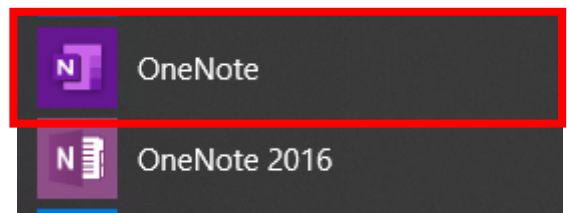
1. Open OneNote

OneNote comes pre-installed on computers running Windows 10.

Simply search for 'OneNote' in your search box on the task bar or click the start button and scroll until you find it.

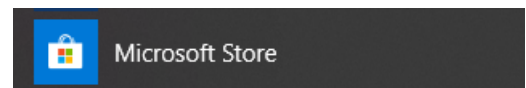


If there are 2 options, select the option named simply 'OneNote'.

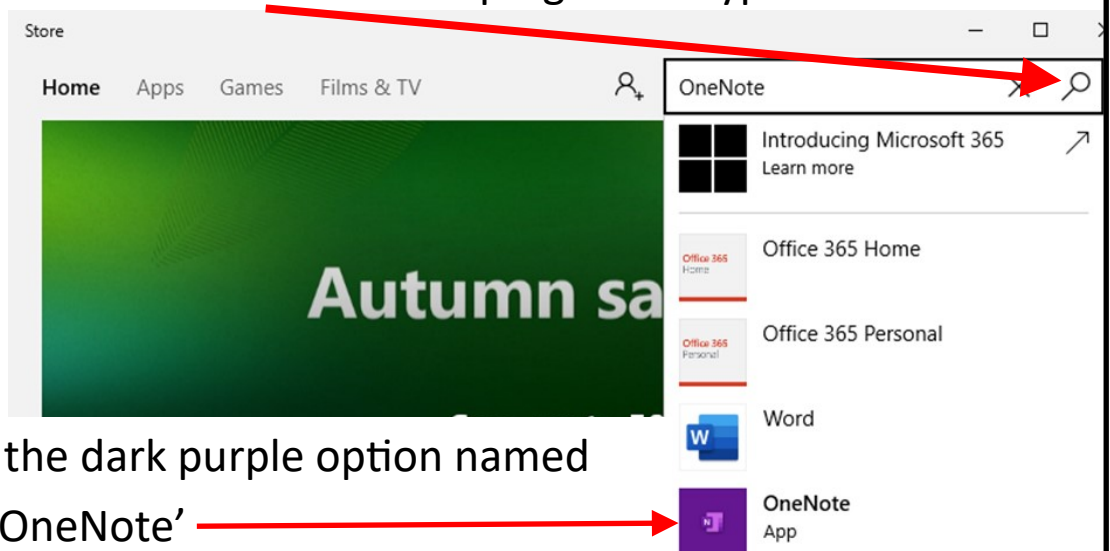


Can't find OneNote?

Click on the start button and open the 'Microsoft Store.' (May just be 'Store')



Click on the search button at the top right and type 'OneNote'.

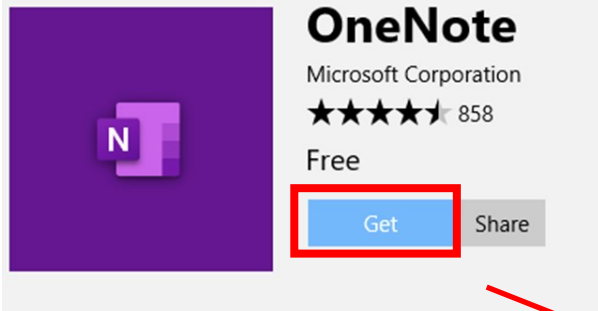


Choose the dark purple option named simply 'OneNote'

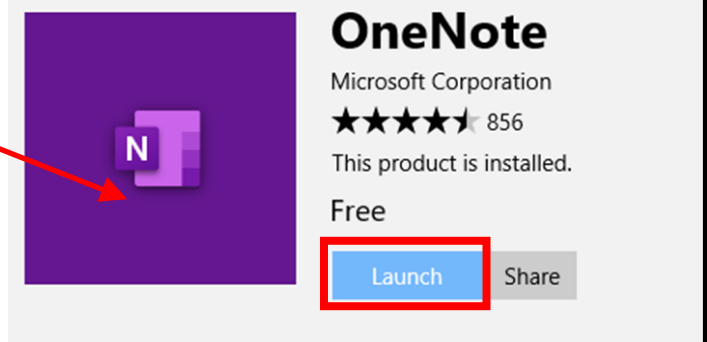
WINDOWS

Connecting to OneNote (Prep—Year 2)

On the page it opens, choose 'Get.' It will then download OneNote to your computer.



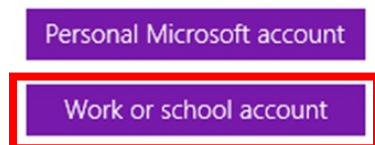
Once it has downloaded, the button will change. Click Launch to open OneNote.



2. Sign into OneNote

a) Select 'Work or school account'

Pick an account to sign in with



b) Enter your school email, e.g.

USERNAME@eq.edu.au

Then select 'Next.'



Sign in

Child's email here. x

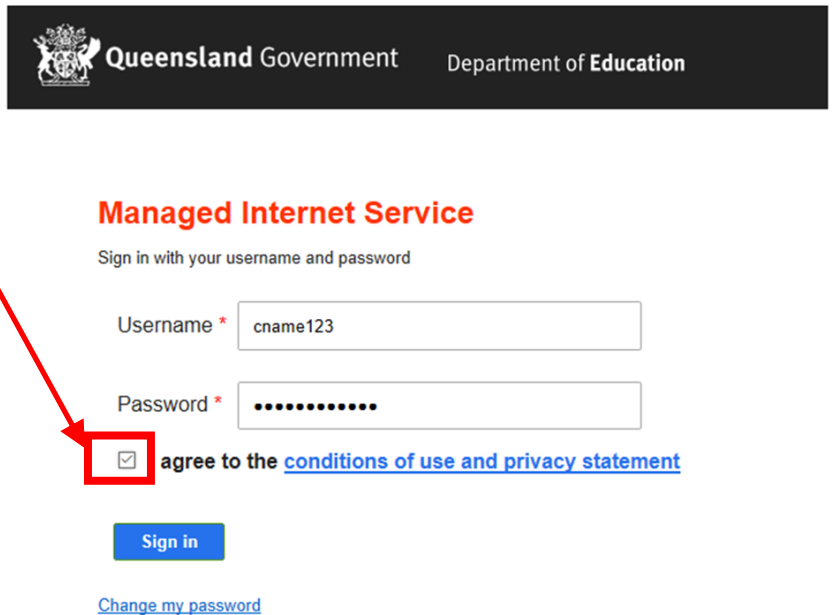
You will receive an email that contains your child's school email, username and password.

Next

WINDOWS

Connecting to OneNote (Prep—Year 2)

c) Enter the school username and password for your child then **tick** the box next to 'I agree...' and press 'Sign in'



Queensland Government Department of Education

Managed Internet Service

Sign in with your username and password

Username * cname123

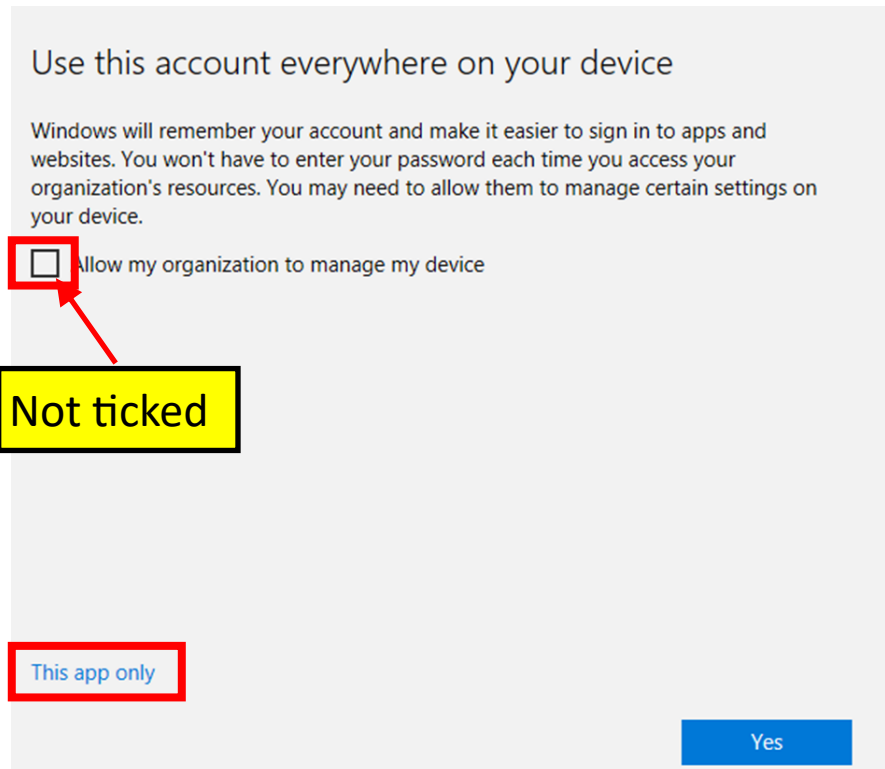
Password *

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

Sign in

[Change my password](#)

c) On the following screen, make sure to **untick** the box next to 'Allow my organization to manage my device'. Then select 'This app only'.



Use this account everywhere on your device

Windows will remember your account and make it easier to sign in to apps and websites. You won't have to enter your password each time you access your organization's resources. You may need to allow them to manage certain settings on your device.

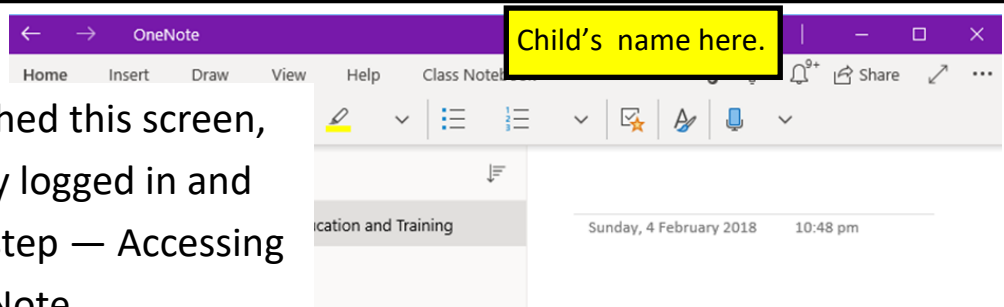
☐ Allow my organization to manage my device

Not ticked

This app only

Yes

When you have reached this screen, you have successfully logged in and can move on to the step — Accessing my child's class OneNote.



OneNote

Home Insert Draw View Help Class Notebook

Child's name here.

Education and Training

Sunday, 4 February 2018 10:48 pm

WINDOWS

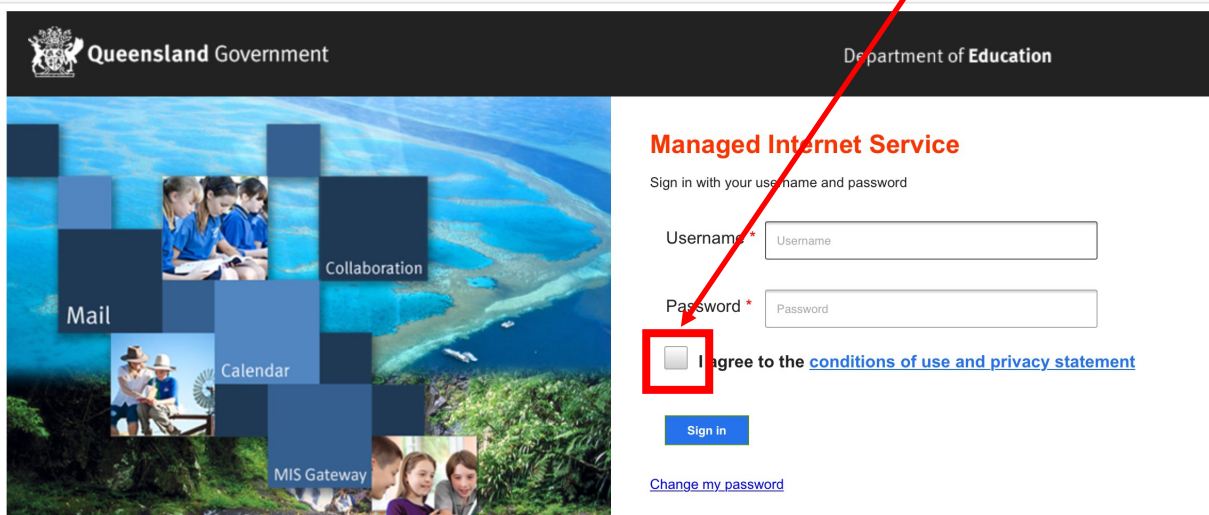
Connecting to OneNote (Prep—Year 2)

3. Accessing my child's class OneNote

- a) Log in to your email on your child's device and locate the email with their login details.

Click on the link in provided in this email which will direct you to their Class OneNote's online space. You will download it to the app from here.

- b) Enter your child's school username and password, **tick** the box next to 'I agree...' and press 'Sign in'



- c) When the following screen appears, select 'No'.

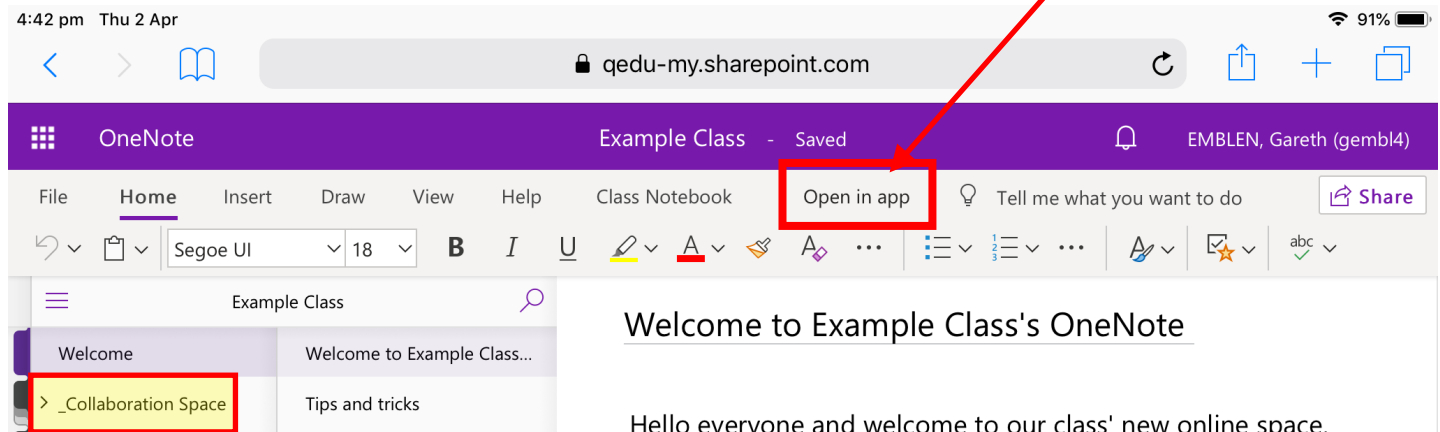


WINDOWS

Connecting to OneNote (Prep—Year 2)

d) Launch the app from OneNote Online.

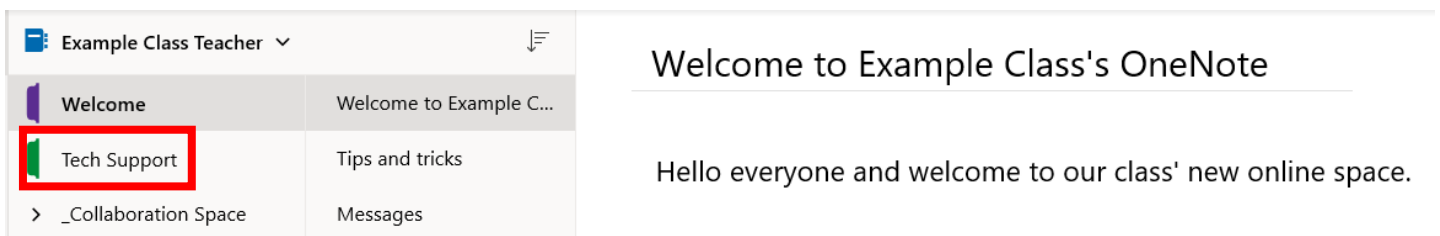
Once the website has loaded, locate the button '*Open in app*' in the grey ribbon and press it.



N.B. If you cannot see this option, navigate to any page in the '**Collaboration space**' and press anywhere on the page.

It may take several minutes to sync to the app. Once you have done so, you should work from the app.

Please check out the walkthrough video guide in the Support section to explore how the notebooks have been set up .



APPLE COMPUTERS

Connecting to OneNote (Prep—Year 2)

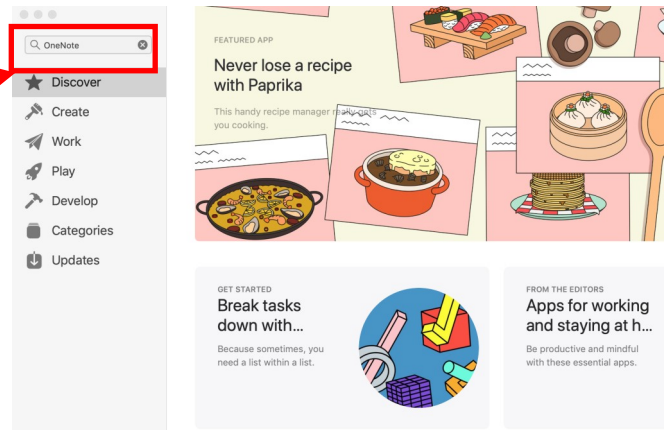


1. Download OneNote from the App Store

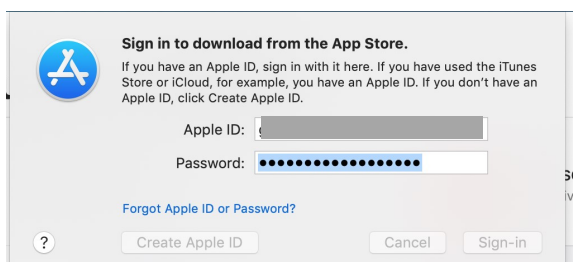
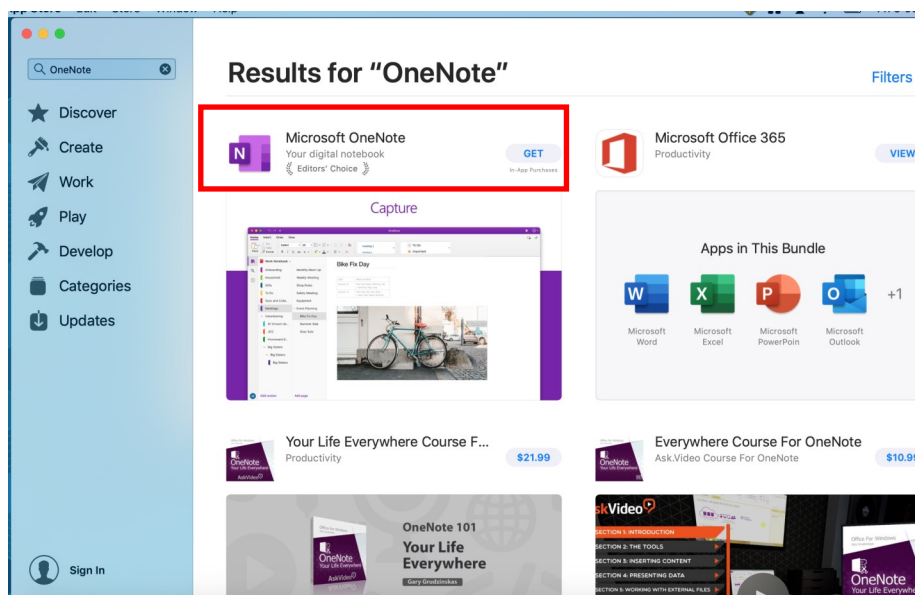
a) Open the App store



b) In the search bar in the top right, type 'OneNote'.



c) Find Microsoft OneNote and press 'GET'



N.B. You may be prompted for your password to download the app, but you **will NOT be charged** as it is a free app.

APPLE COMPUTERS

Connecting to OneNote (Prep—Year 2)

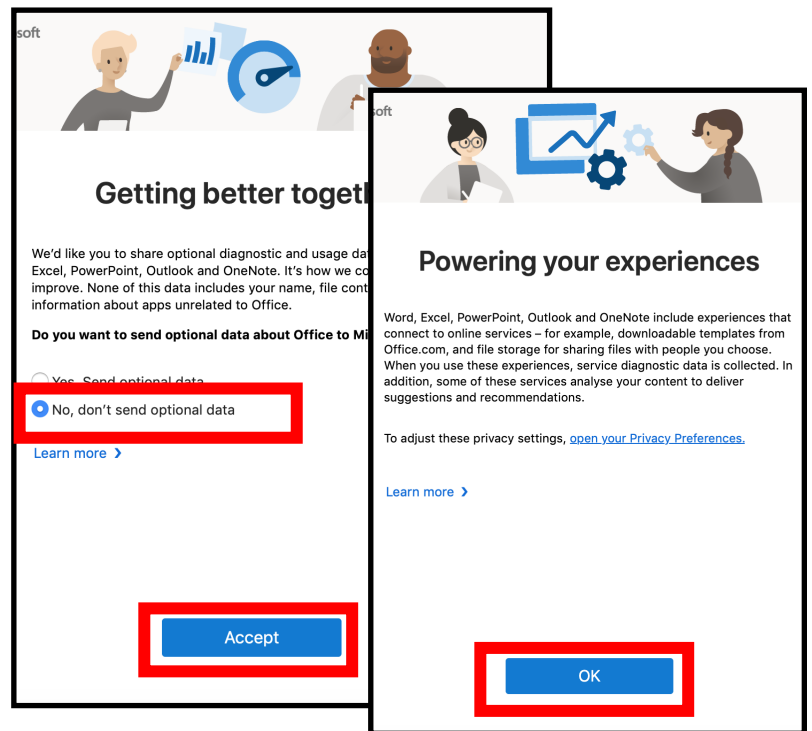
2. Sign into OneNote


- a) When you first open OneNote you may be asked to provide analytics data.

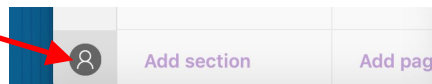
Select 'No, don't send optional data.'

Then press 'Accept'.

On the next page, click 'OK'



- b) Press the user icon,  in the bottom left corner of the app.



- c) Enter your child's school email, e.g. USERNAME@eq.edu.au

Then press 'Next'.

You will receive an email that contains your child's school email, username and password.



Sign in

Child's email here. _____

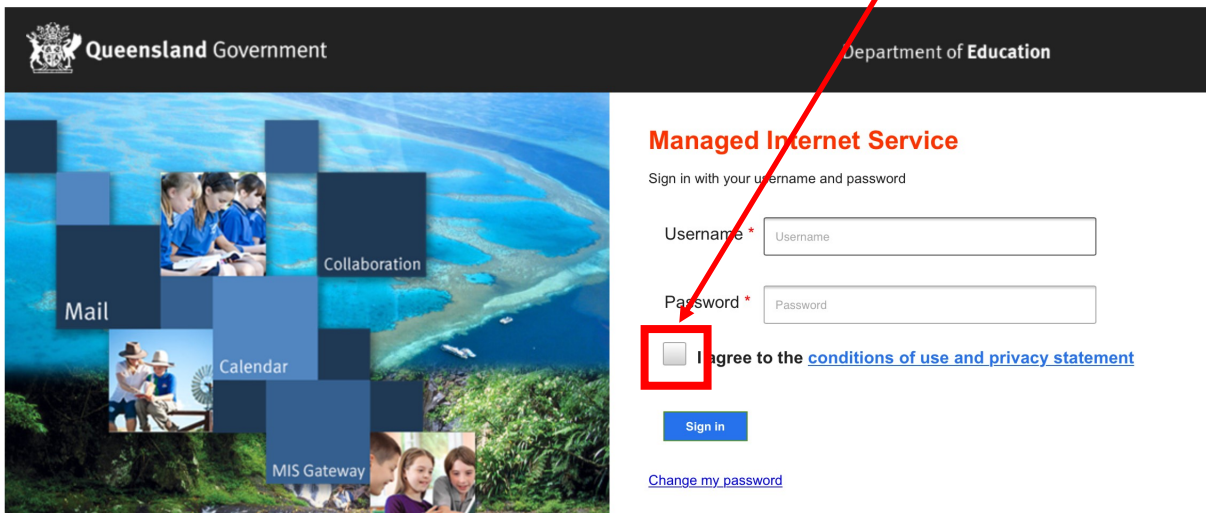
No account? [Create one!](#)

Next

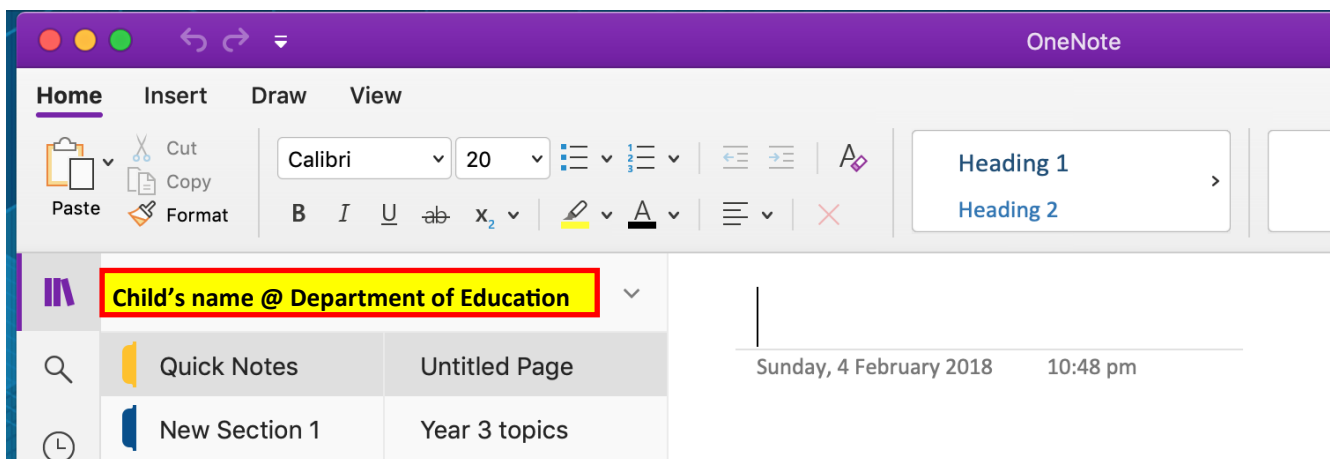
APPLE COMPUTERS

Connecting to OneNote (Prep—Year 2)

d) Enter the school username and password then **tick** the box next to 'I agree...' and press 'Sign in'



e) When you have reached this screen, you have successfully logged in and can move on to the step — Accessing my child's class OneNote.



APPLE COMPUTERS

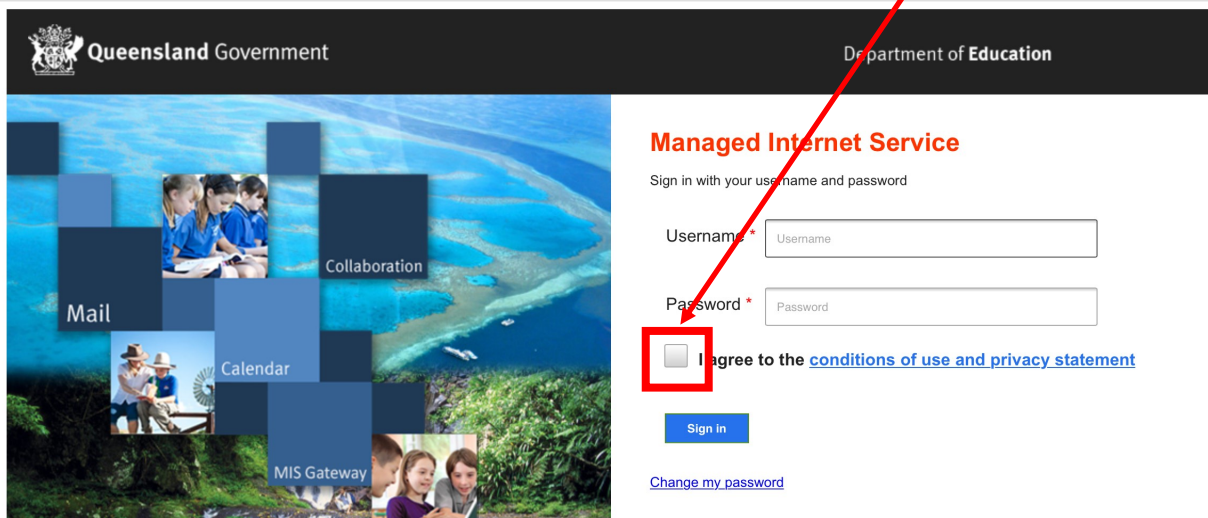
Connecting to OneNote (Prep—Year 2)

3. Accessing my child's class OneNote

- a) Log in to your email on your child's device and locate the email with their login details.

Click on the link in provided in this email which will direct you to their Class OneNote's online space. You will download it to the app from here.

- b) Enter the school username and password then **tick** the box next to 'I agree...' and press 'Sign in'



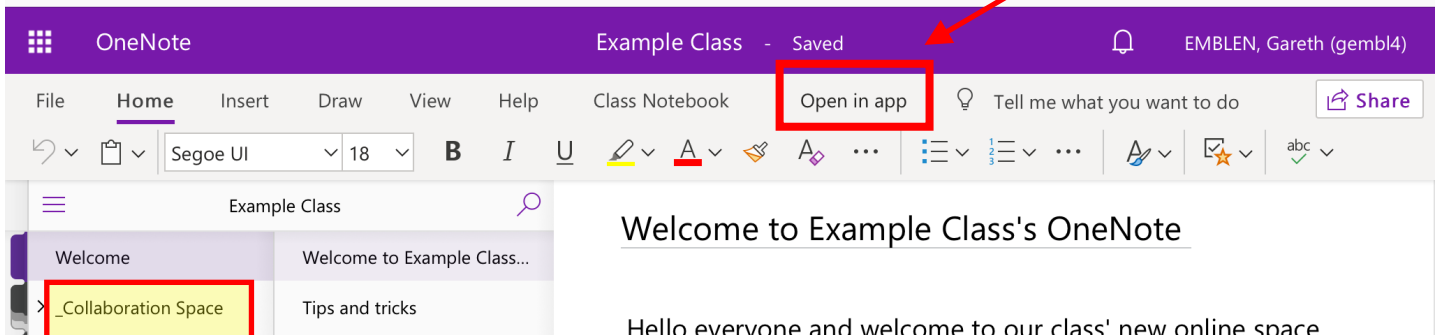
- c) When the following screen appears, select 'No'



APPLE COMPUTERS

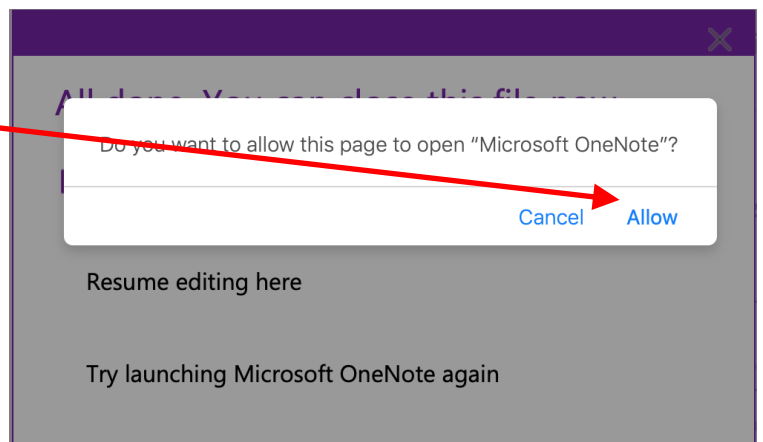
Connecting to OneNote (Prep—Year 2)

d) Once the website has loaded, locate the button '*Open in app*' in the grey ribbon and press it.



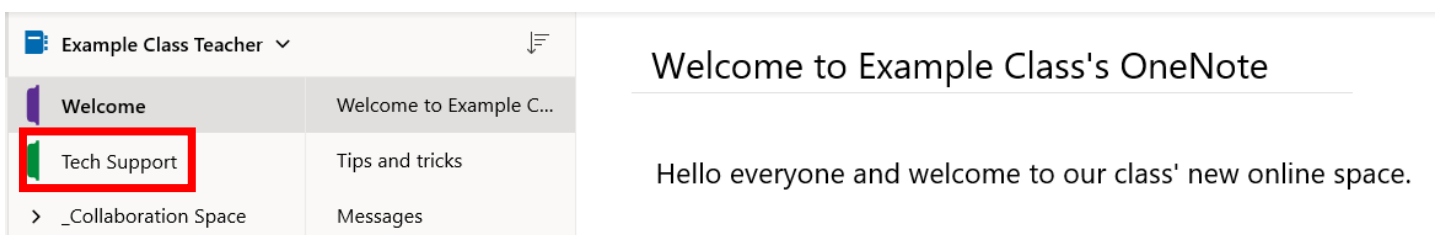
N.B. If you cannot see this option, navigate to any page in the '**Collaboration space**' and press anywhere on the page.

e) When prompted, select '**Allow**'



It may take several minutes to sync to the app. Once you have done so, you should work from the app.

Please check out the walkthrough video guide in the Support section to explore how the notebooks have been set up .



ANDROID DEVICES



Connecting to OneNote (Prep—Year 2)

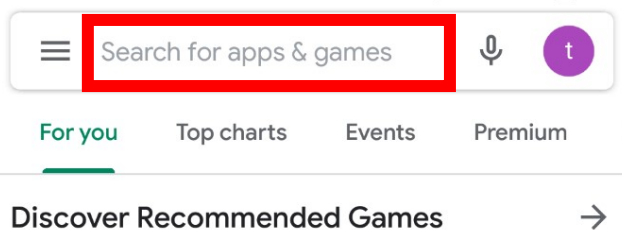
Due to the variety of android devices, the images in this guide may be different to what you have on your device, however the steps should be similar. If you require support, please contact studentsupport@nundahss.eq.edu.au.

1. Download OneNote from the Play Store

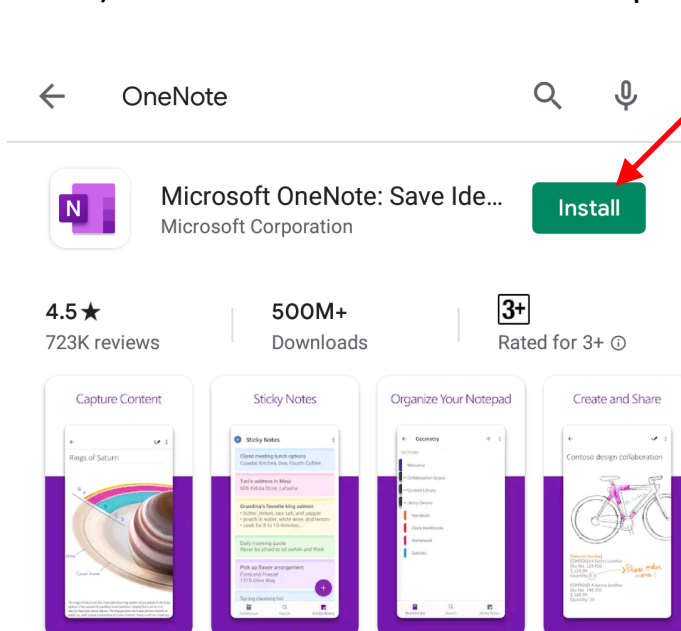
a) Open the Play Store



b) Type OneNote into the Search bar at the top.



c) Find Microsoft OneNote and press 'Install'



N.B. OneNote is a free app but you may be prompted for your password in order to download. You will not be charged.

ANDROID DEVICES

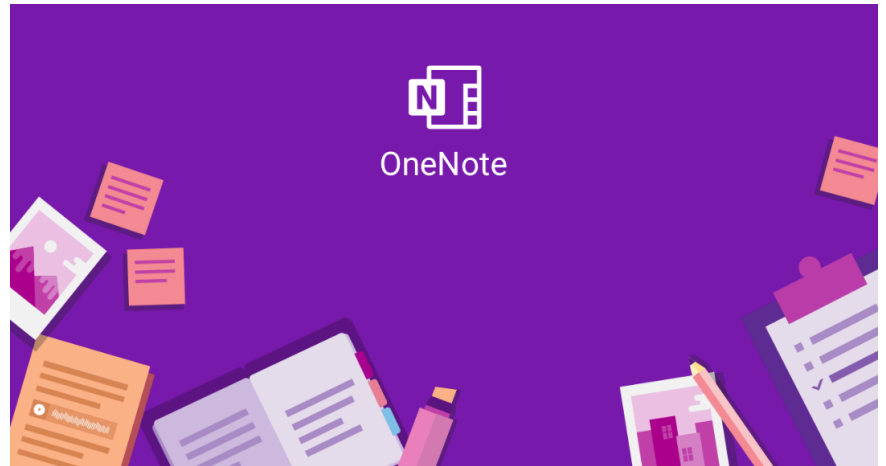
Connecting to OneNote (Prep—Year 2)

2. Sign into OneNote

a) Enter your school email,
e.g.

USERNAME@eq.edu.au

Then select 'Next.'



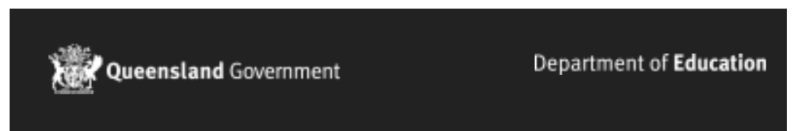
You will receive an email that contains your child's school email, username and password.

Enter your email address, phone number or Skype name

Child's email here.

Next

c) Enter the school username and password for your child then **tick** the box next to 'I agree...' and press 'Sign in'



Managed Internet Service

Sign in with your username and password

Username * cname123

Password *

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

Sign in

[Change my password](#)

d) If prompted to access contacts or calendars, select 'Deny'



Allow **OneNote** to access your contacts?

DENY

ALLOW

ANDROID DEVICES

Connecting to OneNote (Prep—Year 2)

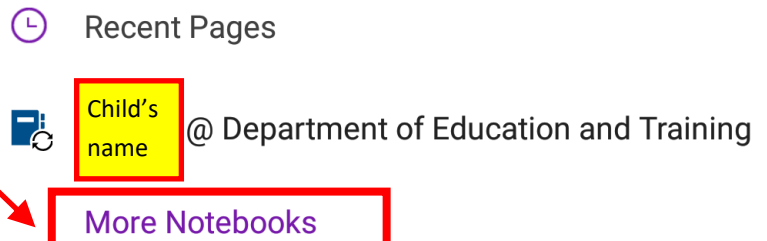
3. Accessing my child's class OneNote

a) Select 'More Notebooks'

If you can't see the notebooks page, select the arrow in the top left corner.



Notebooks



b) From the options that appear, select your child's class.

N.B. If no options appear, follow the steps in Part 3. Accessing my child's class OneNote in the [iPad](#) section of this document.

← More notebooks

PERSONAL NOTEBOOKS

+ Add your personal Microsoft account for more notebooks

WORK OR EDUCATION NOTEBOOKS

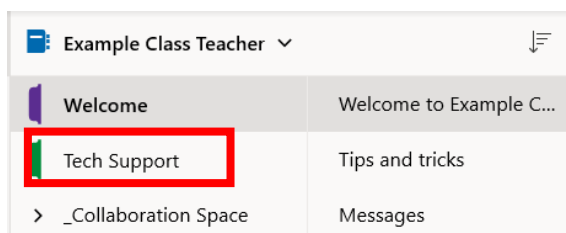
Example Class
qedu-my.sharepoint.com/.../Class Notebooks

Please check out the [walkthrough video guide](#) in the Tech Support section to explore how the notebooks have been set up .

SECTIONS

Welcome

Tech Support



Welcome to Example Cla

Hello everyone and welcome to