

Downloading OneDrive from the App Store Skip to Page 3 -<u>'Opening your Class'</u> a) Open the App store **OneNote'** if you already have OneDrive installed. THURSDAY, 2 APRIL Today b) Select Q Search FROM THE EDITORS PARENT'S GUIDE from the bottom Welcome to the App Store! Learn at home: apps for pre-schoolers right corner. **Climb to victory in** Crossy Road Castle Games Today ψī

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



N.B. OneDrive 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.**

To sign in, see the following page.

Connecting to OneNote—Years 3-6 (continued)

Signing in to OneDrive

1. Enter your <u>school email</u>, e.g.

USERNAME@eq.edu.au

Then press 'Go' or the large blue arrow.



2. Enter your school username and password then tick the box

next to 'I agree ... " and press 'Sign in'

Queensland Government	Department of Education
Collaboration	Managed Internet Service Sign in with your username and password Username
Mail Calendar	Pressword * Password agree to the <u>conditions of use and privacy statement</u>
MIS Gateway	Sign in Change my password

This will bring you to a screen like below. If you already have files on your screen, that is okay.

Return to the <u>first page</u> of this guide to open your class' OneNote file.



Connecting to OneNote—Years 3-6

Opening your Class OneNote

1. Open the OneDrive app on your iPad.



OneDrive

2. Select 'Shared' from the bottom of the screen.



3. Click on the OneNote file you want to open. e.g. Class 2020You may need to do this multiple times if you are learning Japanese or instrumental.

Clicking the icon will automatically launch OneNote. Opening a One-Note can take up to 5 minutes.

N.B. If you cannot see the file, look at the troubleshooting on the next page.

Connecting to OneNote—Years 3-6 (TROUBLESHOOTING)

If you cannot see the OneNote file in shared, you may need to sign out and in to update your password in OneDrive.

Signing out of OneDrive

1. Press the small circle in the top left corner of

the app. It may show a silhouette or your initials.

2. From the menu that appears on the left,

choose 'Settings'

3. Tap on your email account.			Learning@home DRAF 15:01 - 11.9 MB FAQ and Troubleshooti Yesterday - 26 KB	9 vi 8 vi
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4. Press 'Sign Out'

✓ Settings	Department of Education and Training	
Info		
Email	gembl4@eq.edu.∉	
Your use of OneDrive for Business is governed by an agreement between Microsoft and the company which provided your account. Please see your administrator with any questions.		
	Sign out	

5. When prompted, Press 'OK'

Sign out Do you want to sign out from OneDrive? Cancel OK After completing these steps, use the information on the page 2 to sign in again.

Files

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Active Files 10/4 - 16/4

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