

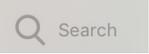
# Connecting to OneNote—Years 3-6 (continued)

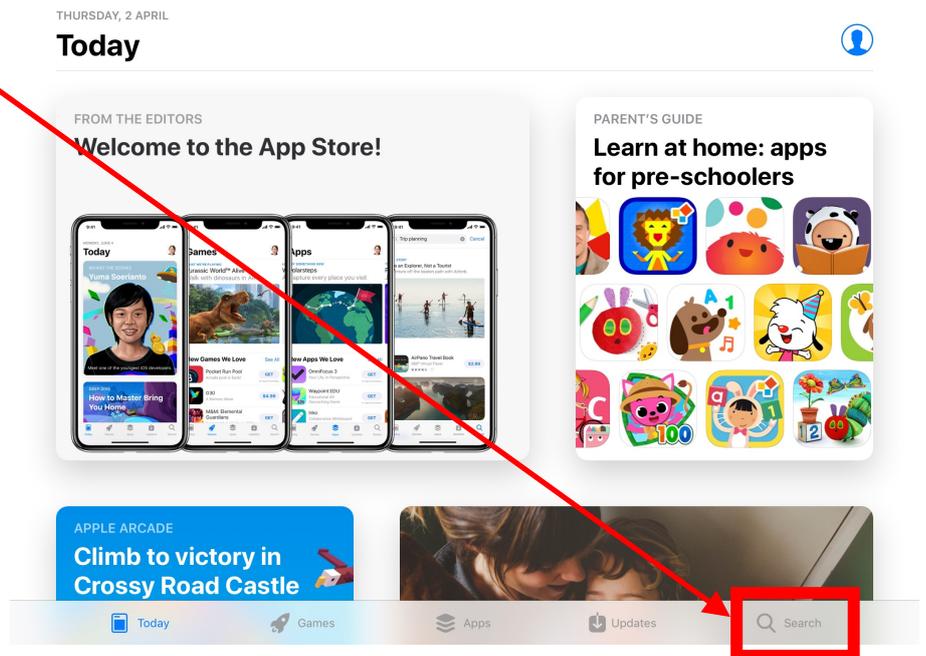
## Downloading OneDrive from the App Store

a) Open the App store

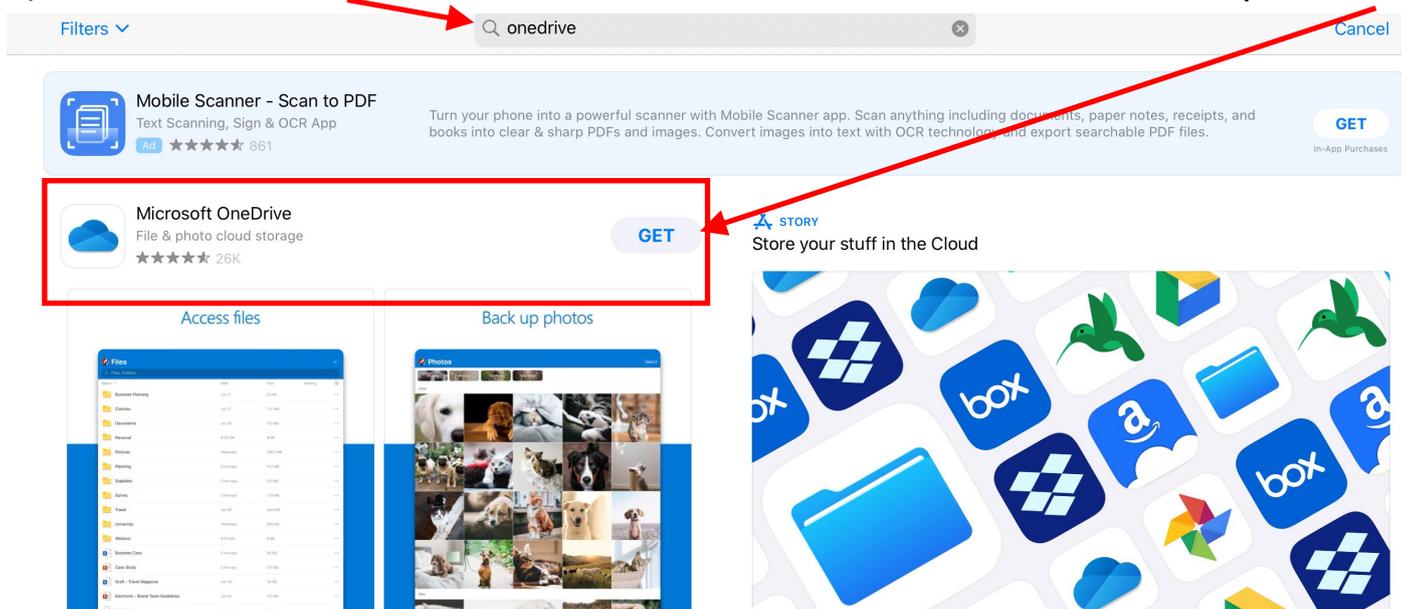


Skip to Page 3 -  
'Opening your Class'  
OneNote' if you already  
have OneDrive installed.

b) Select  Search  
from the bottom  
right corner.



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.

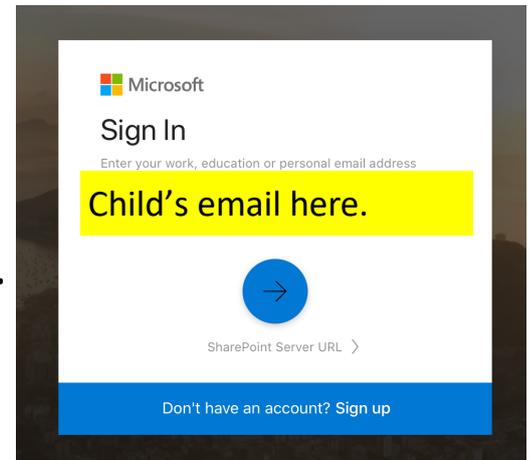
# Connecting to OneNote—Years 3-6 (continued)

## Signing in to OneDrive

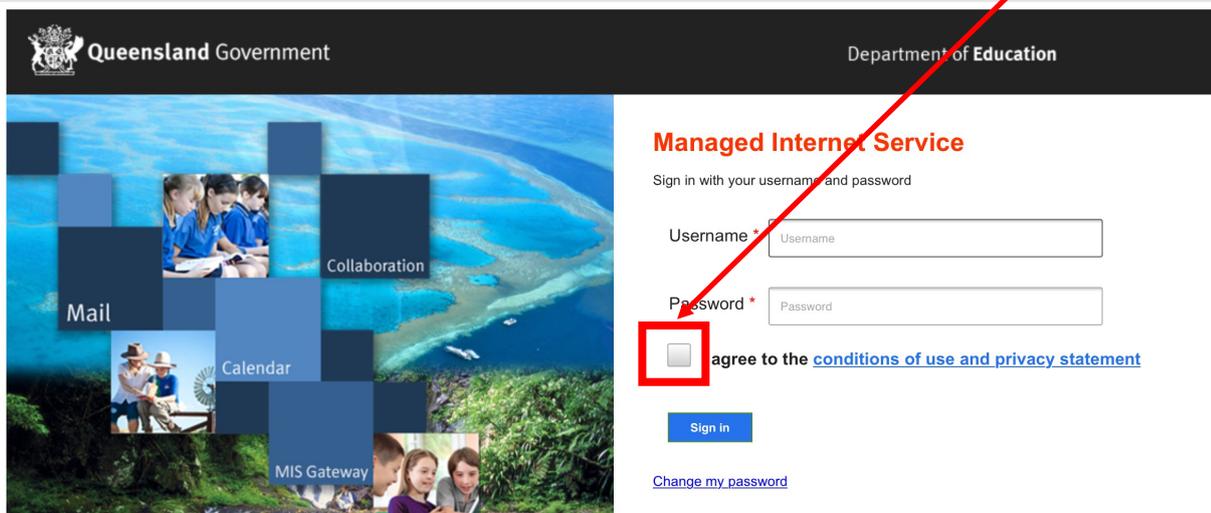
1. Enter your school email, e.g.

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'



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



Return to the [first page](#) of this guide to open your class' OneNote file.



This folder is empty.



# Connecting to OneNote—Years 3-6

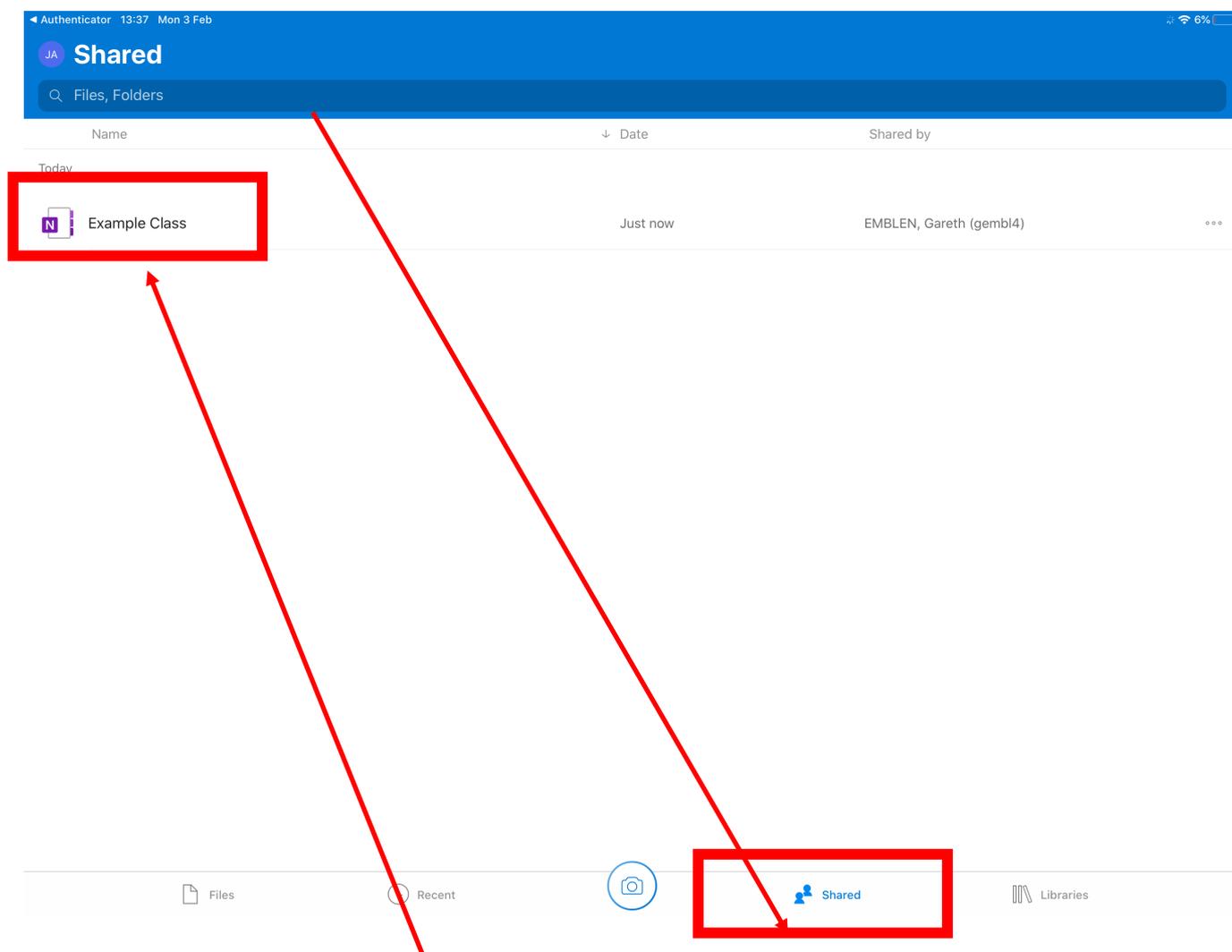
## Opening your Class OneNote

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  2020  
You may need to do this multiple times if you are learning Japanese or instrumental.

Clicking the icon will automatically launch OneNote. Opening a OneNote 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.

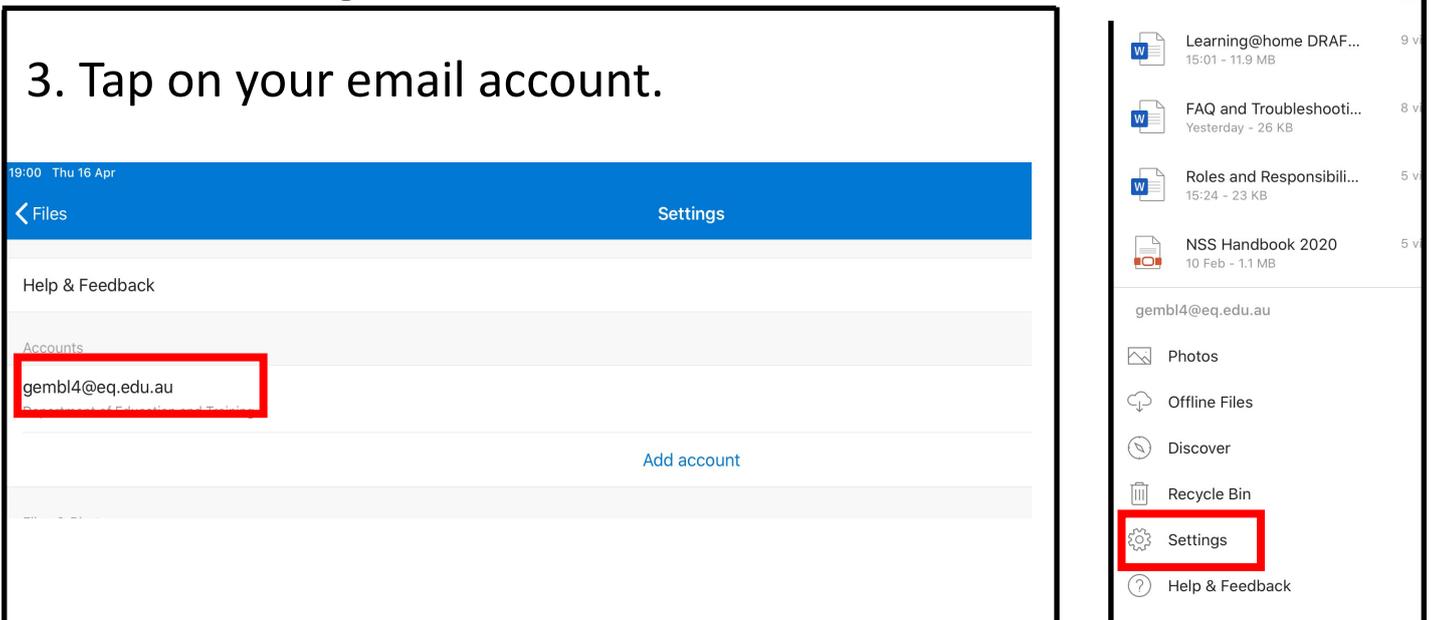
## Signing out of OneDrive

1. Press the small circle in the top left corner of the app. It may show a silhouette or your initials.

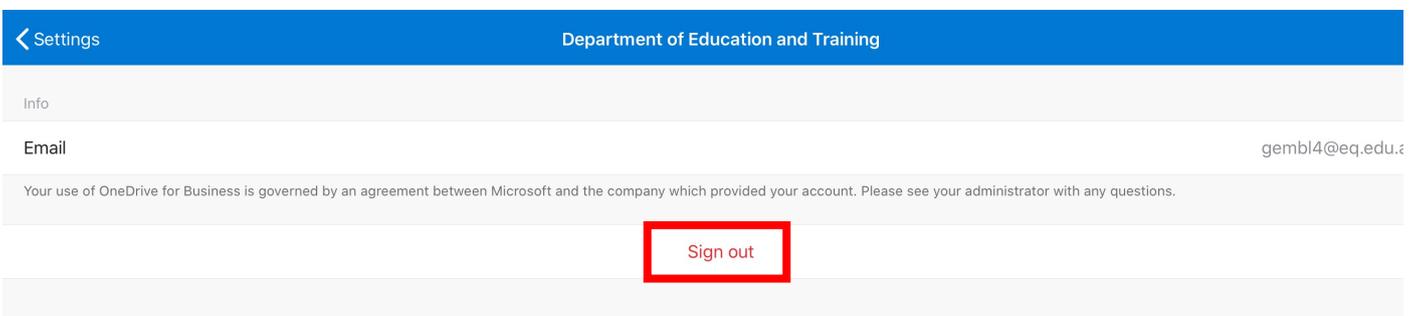


2. From the menu that appears on the left, choose 'Settings'

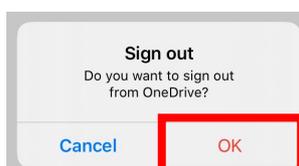
3. Tap on your email account.



4. Press 'Sign Out'



5. When prompted, Press 'OK'



After completing these steps, use the information on the [page 2](#) to sign in again.