



These instructions show you how to open and work with a Class Notebook on your device.

### Internet Use for Class Notebooks

Internet connection is only needed to download the Notebook initially and to sync changes. Syncing allows the Notebook to download any work your teacher has shared with you, and for you to upload any work you have done for your teacher to see. Syncing changes, usually only takes a couple of minutes. You can then disconnect from the internet if you want to and work on your Notebook offline. Any work you do in your Notebook when offline, is saved locally on your device. See the section '[How do I sync my Notebook](#)' for instructions on syncing.

### How do I access OneNote on my device?

**#iPad or Android tablet:** Please download the OneNote app from the appropriate store. It is a free app.

**#Computer or Laptop:** Go to <https://www.onenote.com/download-to-download-OneNote-2016>, if you do not already have a version of OneNote installed.

When the app or software asks you to sign in, please use your student EQ email address, and the password you use to log on to the computers at school. Your class teacher will provide these to you. Your EQ email address is your username followed by @eq.edu.au – For example: jsmit37@eq.edu.au

### How do I access the Class Notebook for the first time?

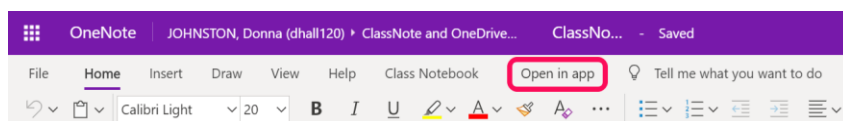
**#IMPORTANT:** you only have to download your Class Notebook to your device once. When it is downloaded to OneNote on your computer or to your app on your tablet, you never need to go to do this again.

There are two ways of accessing your Class Notebook for the first time.

**Method 1:** When the owner (your class teacher) adds you into the class notebook, you are automatically sent an email with the name of the Notebook and a link to click.

Click the 'Open' button and it will open the OneNote online in your Office 365 space. You can work on the Notebook online, however it is much easier working on the OneNote in the OneNote application on your device.

Click the 'Open in app' link. It may ask you to choose an application. Select the app you prefer. If this option does not show, choose 'OneNote Desktop'.



*Success through effort*



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**Method 2:** Log into your school webmail – [www.owa.eq.edu.au](http://www.owa.eq.edu.au)

Click the 'Tiles' then 'OneNote'. This opens up the page below.

- 'Recent' will show Notebooks you have opened recently.
- 'My Notebooks' will show only ones you have created.
- 'Shared with Me' will show all Notebooks that have been shared with you. If you have not opened the Notebook before, this is where you will find new ones your teacher has shared with you.

Right click on the Notebook you wish to open. Click on 'Open in Desktop App'. It may ask you to choose an application. Select OneNote 2016. If this option does not show, choose 'OneNote Desktop'.

Office 365 →

Apps

- Outlook
- OneDrive
- Word
- Excel
- PowerPoint
- OneNote

Notebooks

Recent My Notebooks Shared with Me Class Notebooks

- ClassNote and OneDrive Training personal » dhall120\_eq\_edu\_au
- 10 English personal » jolds2\_eq\_edu\_au
- Digital Tools and Strategies personal » dhall120\_eq\_edu\_au

ClassNote and OneDrive Training  
qedu-my.sharepoint.com » ... » Documents » Class Notebooks

- Open in Browser
- Open in Desktop App
- Share
- Copy link

It will now open the OneNote 2016 application on your device and start to download.

You may get a pop up asking for your permission to continue – click 'Yes'.

You may get a pop up asking you to sign in to your Microsoft account. Sign in with your EQ email. Enter your password if required.

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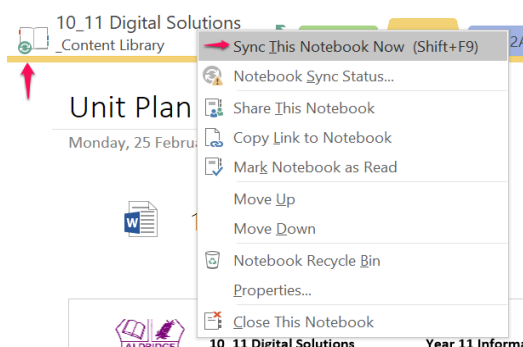
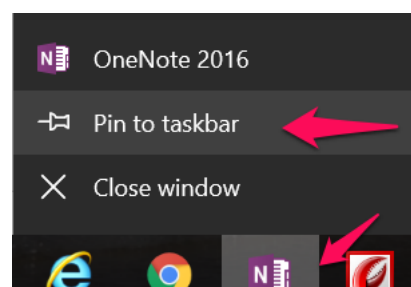
When the OneNote is downloading, it will often show a message at the top saying 'not responding'. This is normal and will disappear once the OneNote appears on the device. Downloading/syncing of different sections and pages will continue until the entire contents have downloaded.

**#TIP:** for quick easy access to your Notebook, right-click the icon in the task bar at the bottom of your device screen and click 'Pin to taskbar'. When the notebook is closed, you simply need to click the icon to open it.

### How do I sync my Notebook?

Syncing is important for you to see new work your teacher has shared or for you to upload your work for your teacher to see.

The easiest way is simply to right-click on the Notebook title and click 'Sync This Notebook Now'. The green sync symbol should appear immediately.

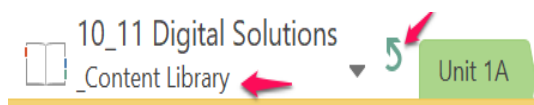


### How do I navigate the Notebook?

The open Notebook will show the title at the left. You will also see the Collaboration Space, the Content Library and your own named section.



When you click to enter any of these spaces, the title changes to show the location and the green 'back' button appears. To switch between areas of the Notebook, simply click the back button to see the other areas.



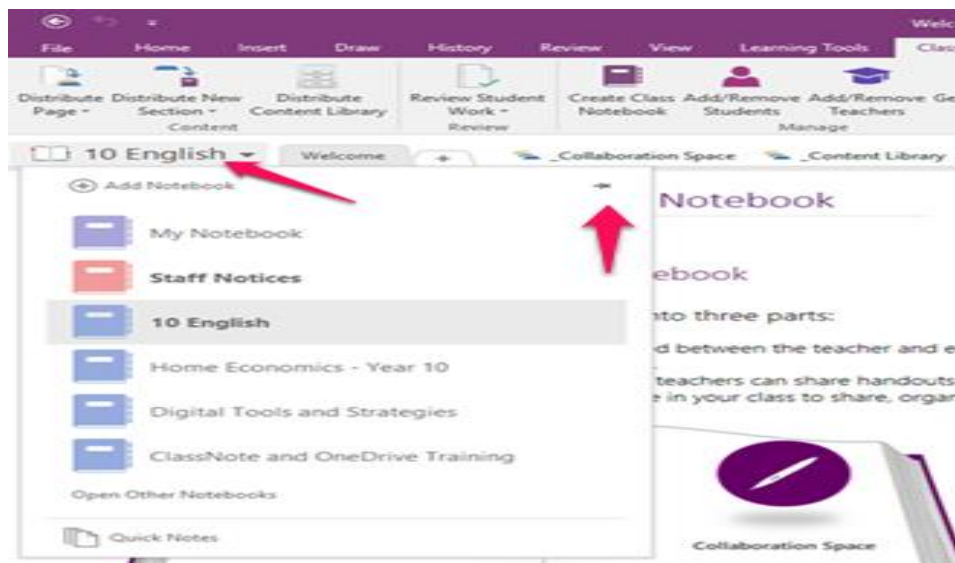
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## How do I switch between Notebooks?

The easiest way is to click the OneNote title. The other Notebooks you have opened previously will be listed.

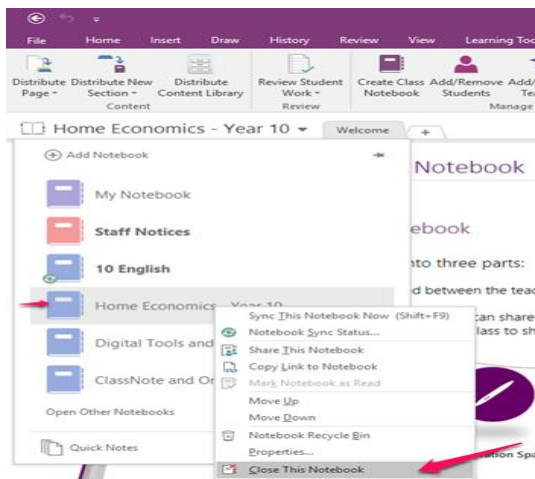
Clicking on the 'drawing pin' will pin the list of titles so they are always visible. Doing this however, reduces the working space of the OneNote.



## How do I close Notebooks I no longer need?

If you have Notebooks from previous classes that you no longer need, you can close them. To close Notebooks, right-click on the one you wish to close and select 'Close This Notebook'. This does not delete the notebook, just closes it on your device.

**#NOTE:** you can also change the order of the Notebooks in the list by using the 'Move Up' or 'Move Down' options.



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### How do I find out other OneNote skills?

There are many support resources online to support students and parents in using OneNote. Using a search engine, such as [google.com.au](http://google.com.au), search for terms such as '*Introduction to OneNote for students*', '*OneNote 2016 insert video*' or '*OneNote 2016 using collaboration space*'. There are many step by step instructions and videos that can support you while learning how to use OneNote.

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