

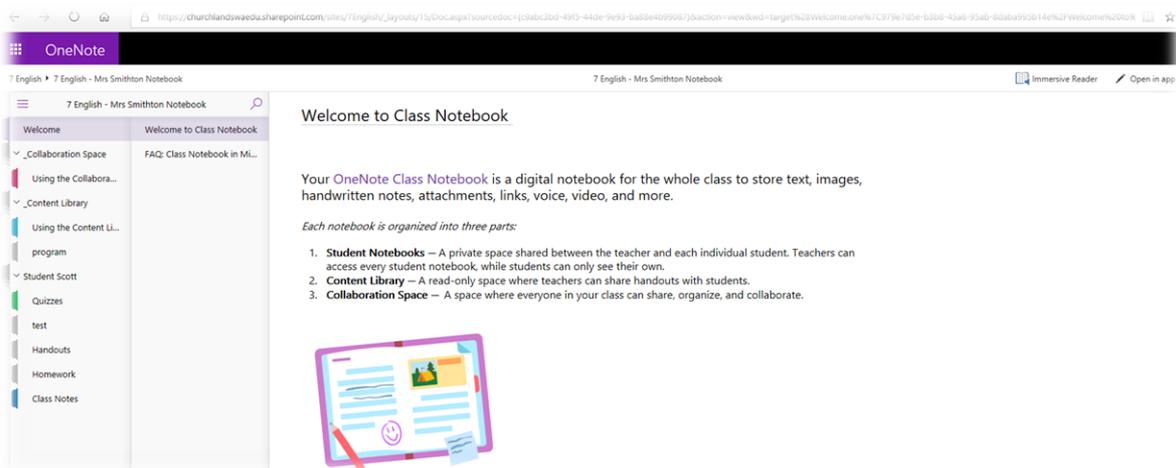
# OneNote

OneNote is a program provided by Microsoft that allows teachers to share and distribute information to students in a single class in the form of **Class Notebooks**. Students may have multiple Class Notebooks. For example, one for their Maths class, Science class, Health class etc and the OneNote program is used to view these class notebooks.

A class notebook can be viewed in multiple different ways.



## 1. Using a web browser. (EDGE, Google Chrome, Firefox etc..)



If you have sync issues with your notebooks in OneNote 2016 or the OneNote App you can always use the web browser to view the class notebook and complete work using this method.

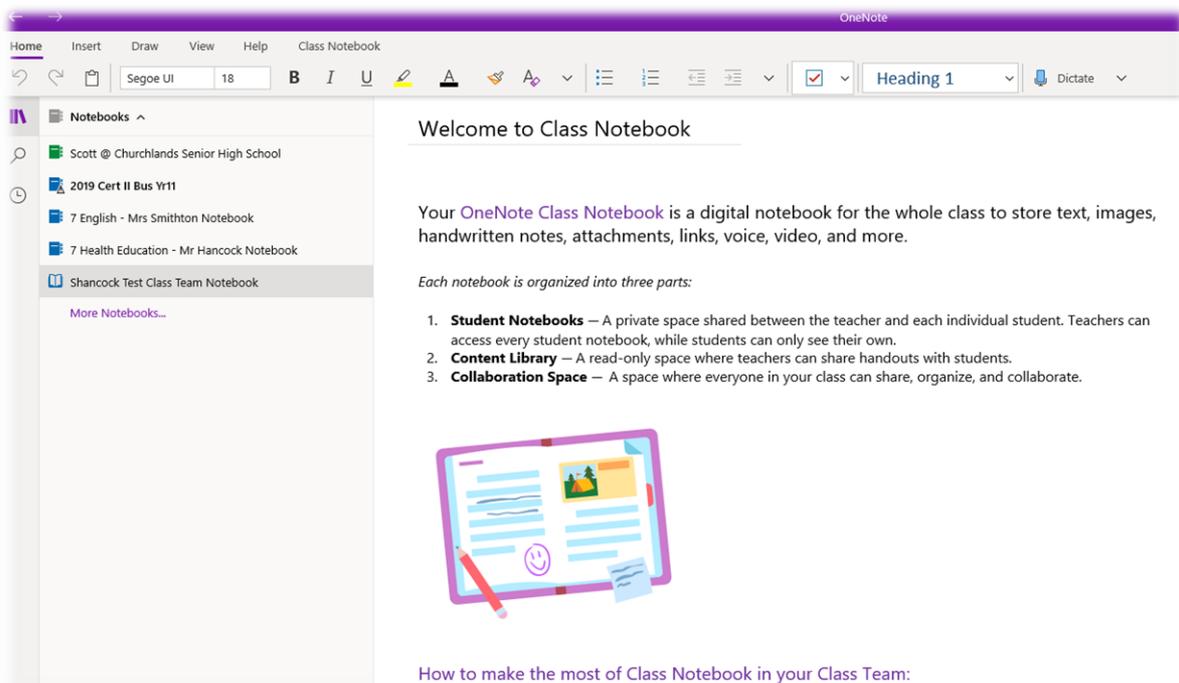
To access the web browser version of OneNote students can either:

1. Login to the Churchlands **email** account via <https://outlook.office.com> and click on the OneNote link sent by their teacher.
2. Access their  **OneDrive** by going to <https://www.office.com> and putting in the **Churchlands username and password** and clicking on the **Onedrive icon**.

Once logged into Onedrive, click on  **Shared** option on the left hand side and it will list all the files shared to you, including Class Notebooks shared by teachers.



## 2. Using the App version of OneNote



This is a version of the OneNote app that is installed on the computer.

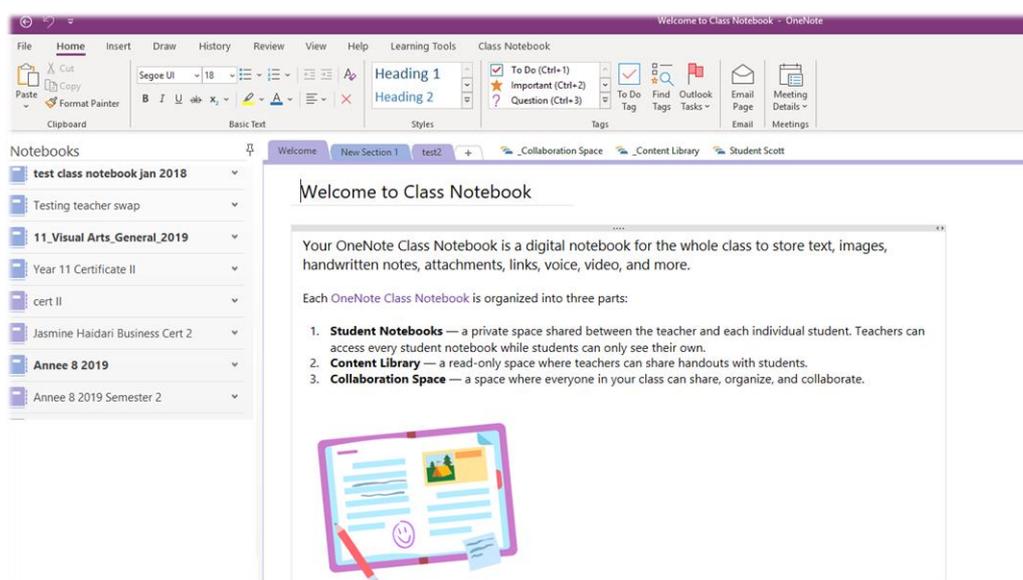
**If you are having Sync issues with the following version of OneNote. It is recommended you:**

1. Type **Apps & features** into the Windows search bar and click on it
2. Find OneNote in the list of Apps and click on it & click on **Advanced options**
3. Click the **Reset** option and click Reset on the message if prompted
4. Open the OneNote app again and sign in using the Churchlands username and password (Select Work or School account option if prompted). You can now click on the dropdown arrow top left of screen and select the **More Notebooks...** option to load your Notebooks in again.

# OneNote



## 3. Using OneNote 2016



This is another (older) version of OneNote that can be used to view Class Notebooks.

If you have Sync Issues with this version of OneNote it is recommended that you open Onenote 2016, click on the Username in the top right hand corner and check this is a Churchlands username and e-mail. If it is not a Churchlands username, try signing out and signing in using your Churchlands account.

### If you still have sync issues:

1. Type **Manage your account** into the windows search bar and click on it
2. Click the **Access work or school** option
3. If you have a Churchlands account listed in here click on it and click disconnect
4. Open Onenote 2016, click on sign in with a different account, put in Churchlands email, username and password, **untick allow organization to manage my device** and follow the prompts.