

Getting Started with One Note (setup)

1. Login to Student Portal
2. Scroll down and click on the "Office 365" icon
3. Click on "One Drive"
4. On the sidebar, click on "shared with me"
5. Click on the link that says your period number
6. This will take you to a window names "One Note Online"
7. On the left side of the page, your name should appear at the bottom of the pane.
8. Click on your name
9. Click on "Open in One Note" located just below the black bar that says your class name
10. A pop-up will appear. Click "Launch Application"
11. Click on either "One Note desktop" or "One Note 2016"
12. Wait for download
13. On the bottom of the screen (taskbar), tap and hold the Purple One Note icon.
14. A black pop-up window will appear, click on "pin to taskbar" (doing this will pin the One Note icon to your taskbar and you will not have to sign to the portal again to access One Note)
15. Click on "File"
16. On the left sidebar, click "Options"
17. A pop-up window will appear. Click on "Advanced" on the left side
18. Scroll all the way down to: Print Outs
19. UNCHECK "insert long printouts on multiple pages"
20. Click "OK" (What this will do is place all slides of a PPT on one page instead of separating each slide into a different page on One Note)

The next time you need to use One Note, you will not need to sign in to the portal again since you are already logged in to the portal and have pinned it to your task bar.

Inserting a document: (turning in assignments)

1. You will see "untitled page" on the right and the cursor inside the blank page.
2. Click "Insert"
3. Click on "File Printout"
4. Wait for documents window to appear
5. Select the file you want to insert.
6. Click "Insert"
7. Your file has been uploaded to One Note
8. You will see a link to the file and you the actual file that you can scroll down and see it in its entirety.

To add another page (turn in another assignment)

1. Click on "+ Add Page"
2. Follow same instructions to insert a file.