

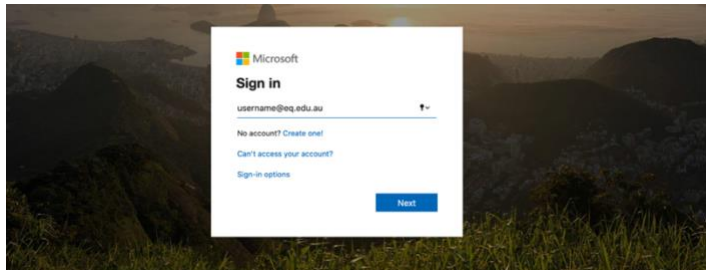
# HOW TO: ACCESS ALL ONENOTES

Follow these steps to view a list of all OneNotes that you have access to:

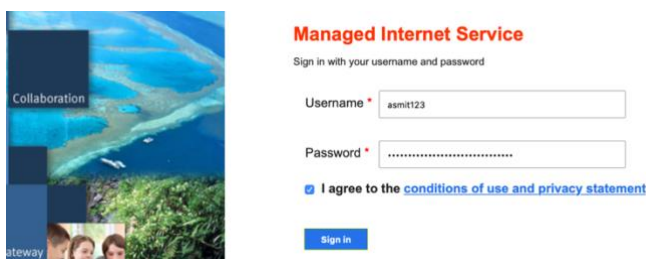
1. Open a web browser: Microsoft Edge, Google Chrome, Firefox, etc.



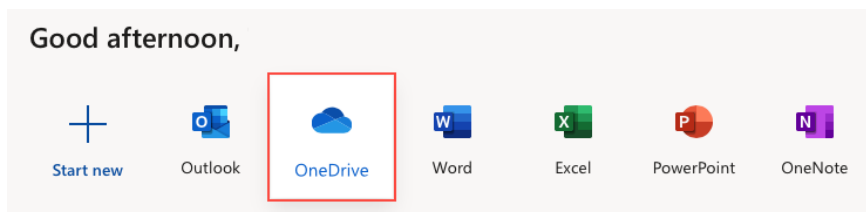
2. Go to <http://portal.office.com>
3. Sign in with your username [eg: [asmit123@eq.edu.au](mailto:asmit123@eq.edu.au)] and click *Next*.



4. Sign in with your username and password and accept the conditions of use.  
Hint: It's the same one that you use to log in to school computers



5. You should now see the Office 365 App Launcher, click OneDrive.



6. You should now be redirected to your OneDrive account.  
Select from the **Shared** from the left **Sidebar menu** and select the OneNote you are wanting to open.

