## 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.



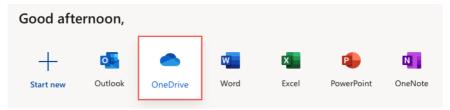
- 2. Go to <u>http://portal.office.com</u>
- 3. Sign in with your username [eg: <u>asmit123@eq.edu.au</u>] and click *Next*.

Microsoft Sign in	
username@eq.edu.au t~	
No account? Create one!	
Can't access your account?	
Sign-in options	
Next	
	RE AMARKAN

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

	Managed Internet Service Sign in with your username and password	
Ilaboration	Username * asmitt23	
	Password *	
Nay DOG	I agree to the <u>conditions of use and privacy statement</u> sign in	

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.

🗀 My files		
🕥 Recent	Shared with me	
g <sup>R</sup> Shared		
🗟 Recycle bin	🕒 Name 🗸	Date shared $\downarrow$ $\checkmark$
	🖻 Year 9 Dance A	23 hours ago
	9 Maths Foundation	8 days ago
	Mrs Healy and Mr Day 2020 9MAF	9 days ago
	Year 9 Health and Physical Educa	27 days ago

