OneNote

Basic Directions for Creating a New OneNote and Pages

Getting Started

- **Creating** - I highly suggest that you create all OneNotes in your O365
    - *Go to* https://o365.bluevalleyk12.org/
    - *Login with your BV Email and Computer PW*
    - *Open OneDrive*
    - *Click New / OneNote notebook*
    - *To add to your desktop OneNote app / click "Open in Desktop" (on grey bar along the top)*
    - *This opens your OneNote desktop app. So now, you can access/modify it from the desktop app (you do not have to go to O365 to access it). Mac's included, just download OneNote from iTunes.*
- ***Sharing** – I suggest that you share from your O365 location (across the board with all apps in O365 – you have more options)*
    - *Go back to your O365 OneNote (login to link above, open OneNote or OneDrive tile and click the OneNote that you want to open)*
    - *Click Share – then determine the access level. If you want to share it so that the recipient can modify or view it from their desktop app, then you will want to send them in Invitation. Select Invite people, add their email and set it to can edit or can view. This stores this in their "shared with me" section so that they can get back to this later, easily! It also gives them the option to "Open in Desktop", which places this in their desktop OneNote app. Again, making it easier to access, later!*
    - *You can also share as a Link: My blog post has a handout that explains many of the options: https://web2oolbox.wordpress.com/2017/03/29/o365-onenote-share-links/*

Adding Content

- Decide how to organize with Tabs at the top and/or Pages at the right i.e. year in Tabs and meetings in Pages or months in Tabs and topics in Pages or whatever works for you
- Create a new Tab by clicking the plus symbol+ to the right of your first tab at the top.
- Create new Pages by clicking the plus symbol+ in the upper right that says Add Page.
- Title of the Page comes from what you type at the top of the page above the grey line (or by right clicking the page name and selecting rename).
- You can move Tabs and Pages by just dragging and dropping or right click and use their built in feature.

Adding Inserting Items

- You can add text by simply typing on the page.

- You can add files by dragging them onto the page and insert as a file or as a screen shot.
- To add additional items go to Insert.

Saving

- OneNote is automatically saved when you close the program.
- IF you see a "red button" on the folder, then you are NOT Synced. This happens when you are do not have internet. Any changes that you make will NOT be saved. You must wait to return to school and then add changed. ANOTHER POSSIBLE PROBLEM, is that your notebook got moved. This means you are not connected to it so any changes will not be saved. If the problem persists, I suggest that you close the notebook and then reopen it. You can close it by right clicking on the Notebook Icon in your "bookshelf" and select "Close this notebook". You can open and add to your bookshelf with these directions – these focus on how to open a shared OneNote. If it is your OneNote, simple modify the instruction to not look in shared with me, but rather my files: https://web2oolbox.wordpress.com/2016/08/10/o365-open-a-shared-onenote/