

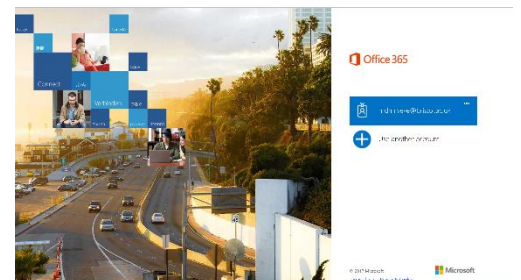


## Getting Started with OneNote

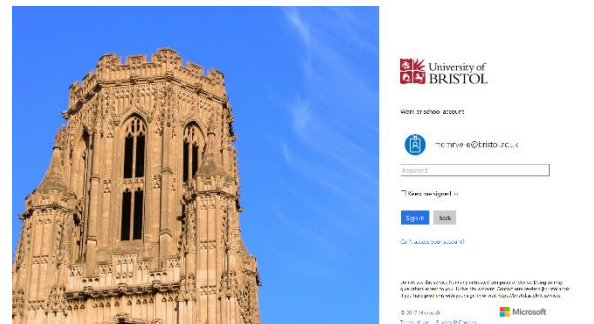
The new paradigm for flexible, anywhere working, is to move all your data (Word documents, spreadsheets, PDFs etc) to a server somewhere in the world that is always connected to the Internet. Cloud computing, as it has been termed, enables you to work from the office, from home or anywhere that you have a computer, tablet computer or smartphone with an Internet connection.

Microsoft OneNote is freely available to use on the Web (at [OneNote.com](https://onenote.com)), as a desktop application for the PC, the Mac, or Mobile version for Android and IOS. OneNote will constantly check for any updates in your notebook and will automatically send updates to the cloud so that all your devices can stay in sync. If you haven't got OneNote on one of your devices, open your Web browser and go to <https://www.onenote.com/download> or use your device's Internet store (e.g. Apple App Store or Google Play) and you can download it and be quickly up and running for free. This document will walk you through the steps to setting up your OneNote notebooks at UoB so that you can connect to them from all your devices, from anywhere. You can also use OneNote while offline, and when you next connect to the internet, OneNote will sync any changes in all your notebooks for you automatically.

To start, log into the Microsoft Office 365 portal (O365). In your Web browser, go to '[portal.office.com](https://portal.office.com)' and sign in using your University of Bristol username e.g. ad1234@bristol.ac.uk. If you have used this portal already, you should see your username already as an option.



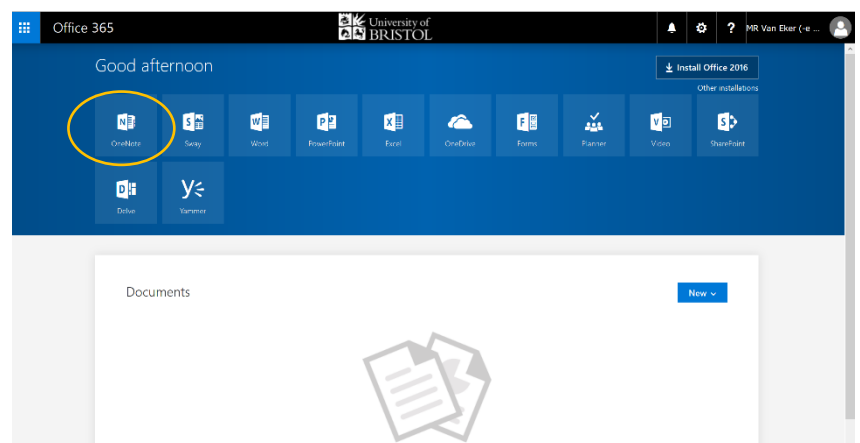
The page will then automatically show the University's logo to confirm that you are on the correct site. Continue with your UoB password.



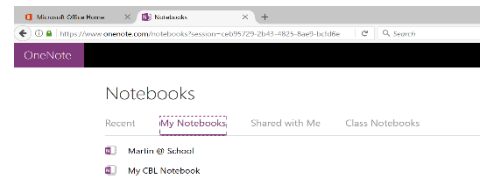
Once you have logged into the Microsoft O365 portal you will see all the popular Microsoft Office applications available for you to use directly within your web browser.

You will also see any recently used document to help you quickly access the information that you need.

Click on the OneNote Icon.



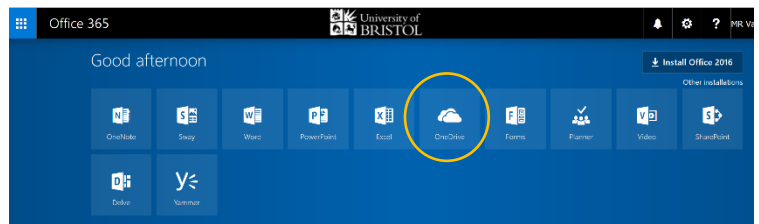
OneNote will open to a page that displays all your different notebooks. This is a very useful page which shows all your recent notebooks, notebooks that someone else has shared with you and any 'Class' notebooks you have been enrolled on. If you use OneNote a lot, you may end up with lots of different notebooks, so this is a good place to find them when they don't appear under your 'Recent' notebooks in the desktop or Mobile versions.



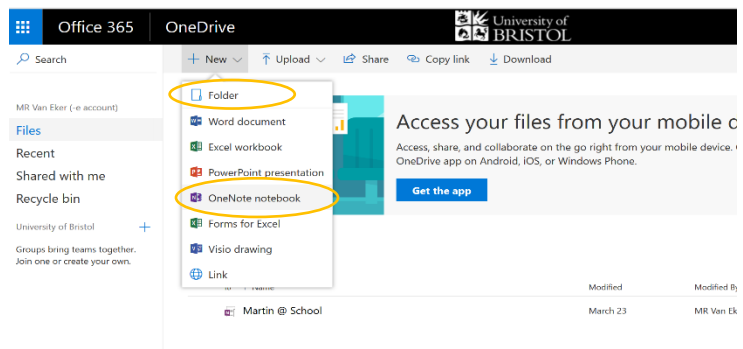
Note, if you have any 'Group' OneNote notebooks, you can find them in your SharePoint group workspace.

## Create your first OneNote notebook

To create your first OneNote notebook in a space that will be accessible from all your devices, we need to go back to the O365 portal in your web browser (hopefully this will still be open on the previous tab) and click on the OneDrive icon.

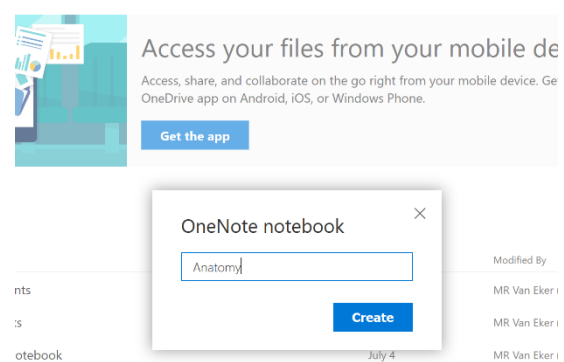


OneDrive is your personal file storage space where you can safely save your files, access and share them anywhere with an Internet connection. You can also see any recently used documents here.

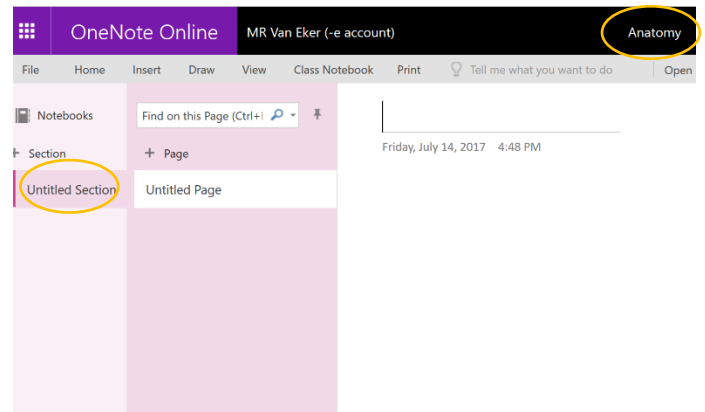


At this stage, you may want to create a new sub-folder called 'Notebooks' or something similar (see the new Folder option at the top of the +New menu). Now, click on the new sub-folder to enter it then click on +New menu and choose OneNote notebook.

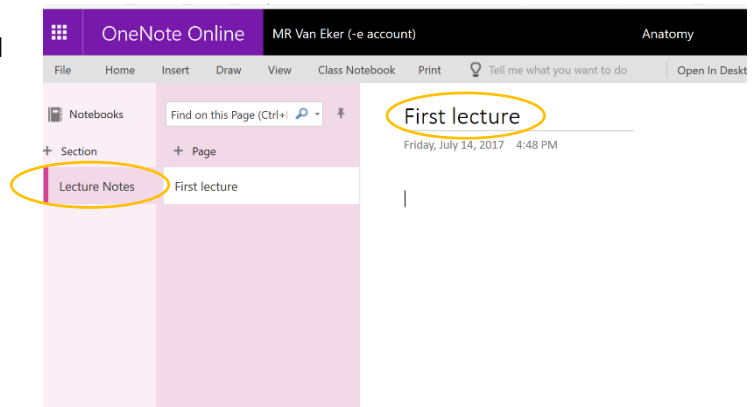
Give your new OneNote notebook a name and click create. The new OneNote notebook will be created in the folder you created in the previous step.



Here you can see my new Anatomy notebook. Right click on the Untitled Section and rename it to be something meaningful.

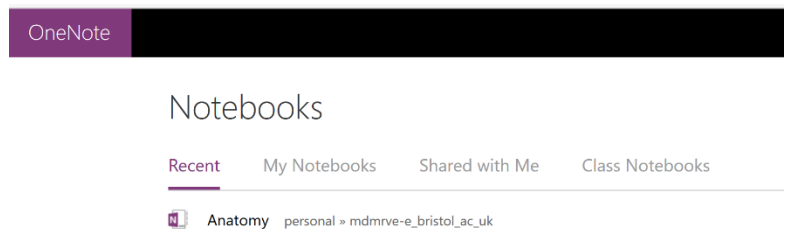


Create a title for the new untitled page and it will appear in the page listing column.



Now if you go back to the O365 page and click on the OneNote icon you will be taken to directory of your OneNote notebooks where you can see the new notebook.

Tip, you can also see this view at [OneNote.com](https://www.onenote.com)

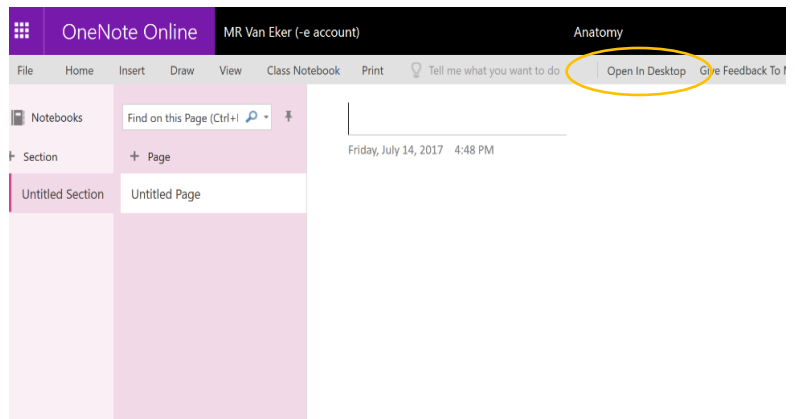


The different Mobile and Web versions of Microsoft applications have differing capabilities that are better suited to the often smaller screens. The most powerful and flexible versions of Microsoft applications are always found in the 'desktop' version. OneNote is no different, and its 'desktop version' comes with many tools that are familiar in other desktop applications like Word and Excel.

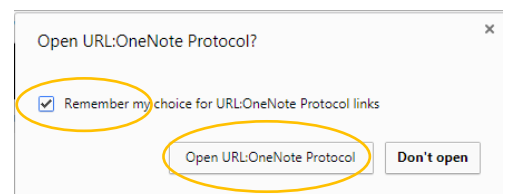
## Open the OneNote Desktop application

The easiest way to find the notebooks that you have already created is to log into [portal.office.com](https://portal.office.com) (or [OneNote.com](https://onenote.com) will also work) and open the OneNote notebook in the Web version.

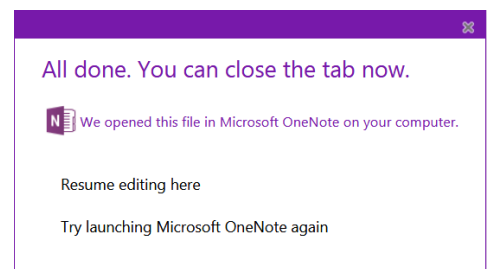
Once the notebook is open, click on 'Open in Desktop' button in the toolbar



You will be prompted by your browser to authorise the request to open OneNote Protocol. Tick the box to remember your choice and click Open OneNote



Before OneNote opens, you will be presented with the option of closing the open OneNote browser tab or returning to it if for some reason the OneNote application failed to open. If OneNote on the desktop opened successfully, you can just click on the cross to close the box.



The OneNote desktop application will now open on your computer where you can continue to use the same OneNote notebook, which will continue to sync to the same location as the Web version.

The next time you want to use this Anatomy notebook, you can simply open it from OneNote on the Desktop. If it's not the last notebook you used, just click on the notebook name and it will reveal your bookshelf of OneNote notebooks.

