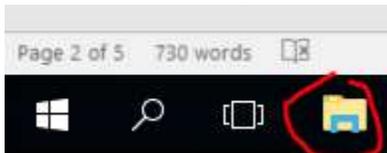


# OneDrive and OneNote

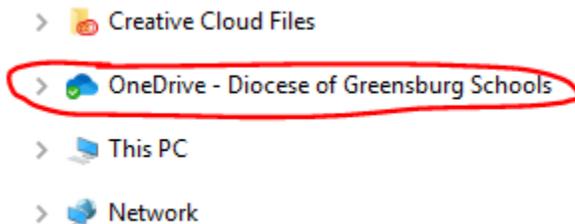
## ONEDRIVE

To Access your files from OneDrive on your laptop:

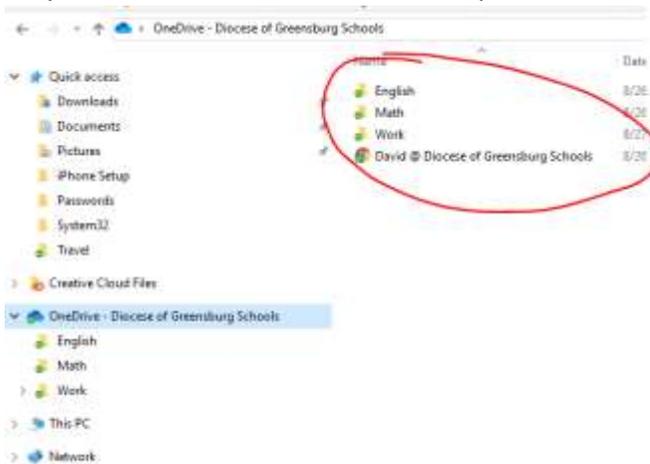
1. Click on the File Explorer



2. On the left side of the window, choose OneDrive – Diocese



3. All your files should be available to open.



4. Double click on the file you would like to open.

Items to look for:

1. At the bottom right side of your laptop, you should see a blue cloud, if you see this,

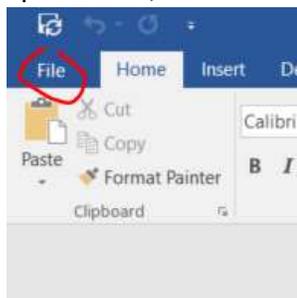


everything is syncing and updated correctly.

2. If you see a red X next to it, something needs to be looked at. It could be a file that no longer exists or your password could be wrong. If you recently changed your password, this could be the issue. Reach out to an IT associate if you have any questions.

### To save a file in your OneDrive:

1. Open Word, Excel or PowerPoint and select blank or new document, go to File



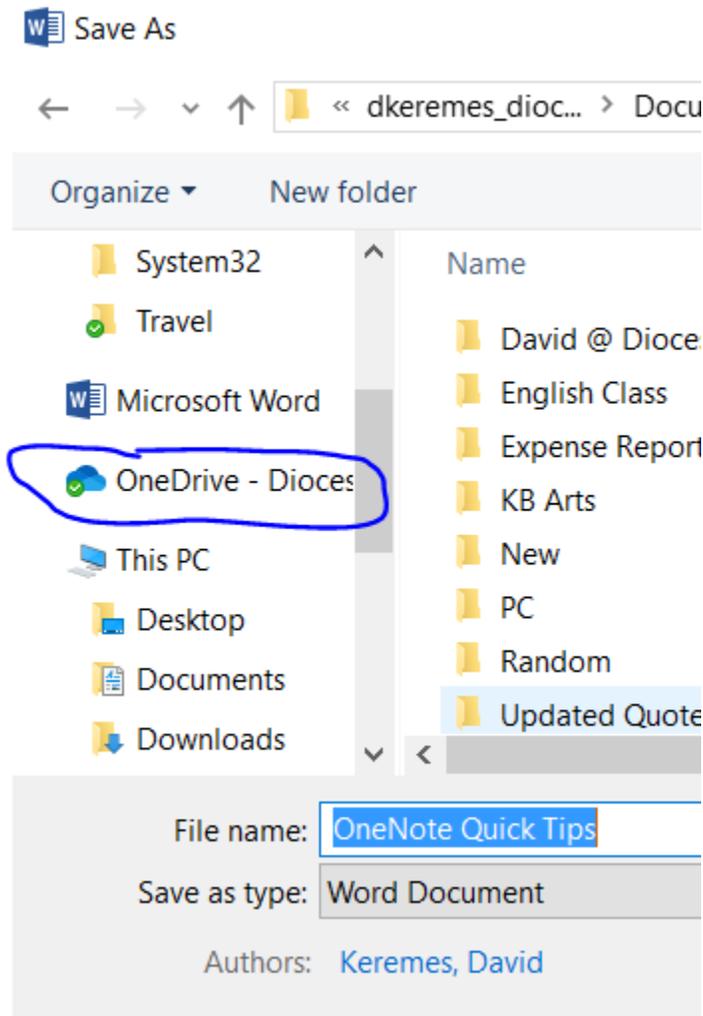
2. Choose Save As



3. Click on Browse at the bottom of the list.



4. On the pop up that comes up, choose the OneDrive – Diocese option on the left, you may need to scroll up or down to find this option.



5. Give your file a name, and then choose save on the right.

### Items to look for:

1. At the bottom right side of your laptop, you should see a blue cloud, if you see this,



everything is syncing and updated correctly.

2. If you see a red X next to it, something needs to be looked at. It could be a file that no longer exists or your password could be wrong. If you recently changed your password, this could be the issue. Reach out to an IT associate if you have any questions.

## ONENOTE

### [Test OneNote Notebook for Students](#)

#### To add a new Notebook:

1. Click on your name at the top
2. At the bottom it should give you the option to Add notebook
3. Click Add notebook and then give your notebook a name. Ex: English Class
4. Hit Create Notebook

This will now show up at the top where your name was before, to switch between Notebooks, you can click on the Notebook name at the top and then choose which one you want to switch too.

#### To add a new section:

1. When you are in a Notebook, click on the Add section button on the bottom left.
2. It will default with the name New Section “number” depending on how many you have.
3. You can rename the section right away after you click on Add section, or by right clicking the title and choosing “rename section”

This is useful if you have the same class all year, however want to break the notebook up in semesters, or months, or any other category.

To add a new page:

1. Click on the Add page button on the bottom, it is to the right of Add section.
2. It will default as untitled page where you can rename at the top of the page above the date.
3. Each new page will automatically date stamp it when you create it.

## Apps available

For both Android and iOS devices, you can get apps for most of your Office 365 products including:

Word, Excel, Outlook, Onedrive, OneNote and PowerPoint. Disregard the last 4 icons as those are not used as of yet.



1. Open up your mobile device's app store
2. Search for the app that you would like to download
3. Download and once it finishes, open it.
4. Sign in to the app using your school's email account.