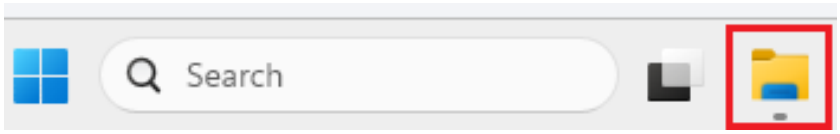
OneDrive and OneNote

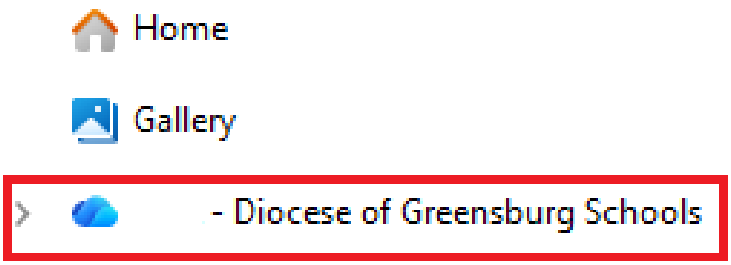
OneDrive:

To Access your files from OneDrive on your laptop:

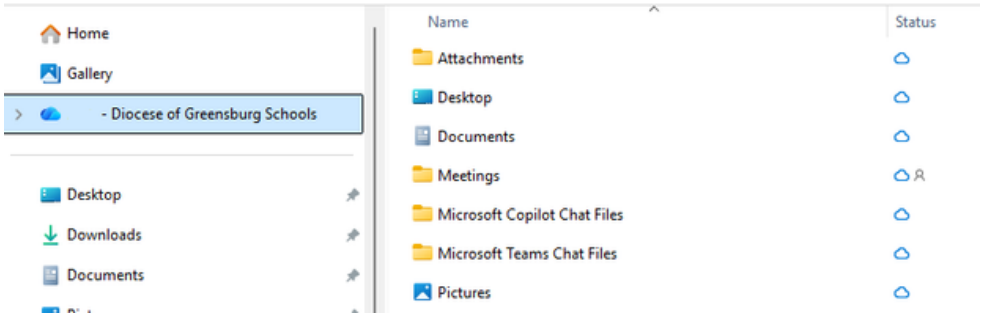
1. Click on the File Explorer



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



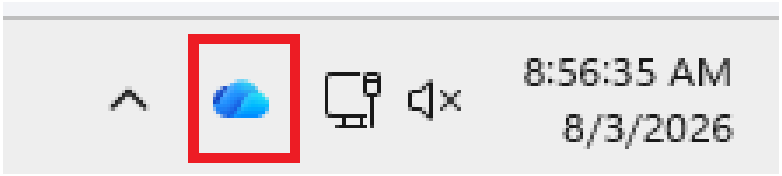
3. All your files should be available to open.



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

Items to look for:

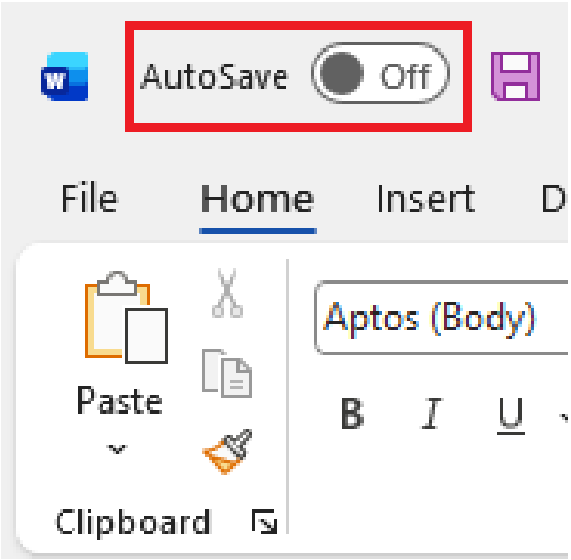
1. At the bottom right side of your laptop, you should see a blue cloud, if you see this, everything is syncing and updated correctly.



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

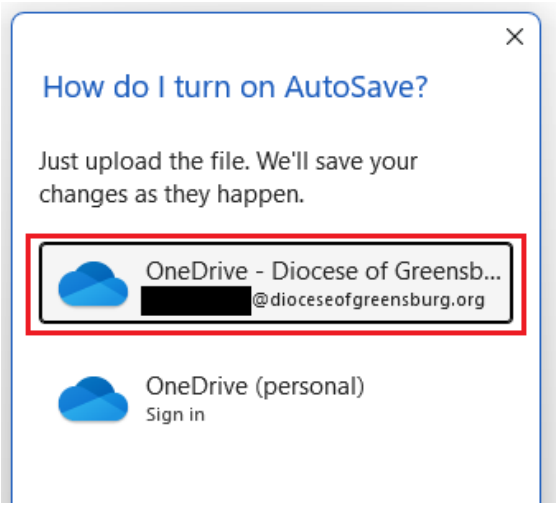
To save a file in your OneDrive:

1. Open Word, Excel or PowerPoint and select blank or new document, and click the "Auto Save" icon in the top-left.

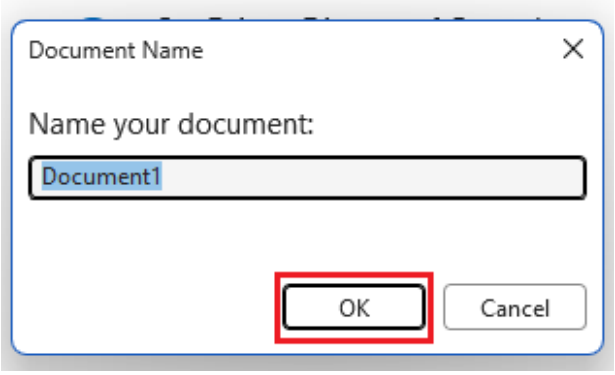


If this icon is marked **Off** that means it is **<u>not</u>** saving to OneDrive, and is not getting backed up

2. After clicking auto save, you will be prompted to select a OneDrive account to back up the file to. Select **OneDrive - Diocese of Greensburg** (It should be the topmost option)



3 . After this, you will then be prompted to name the document. Name the document anything you like and hit **Ok**



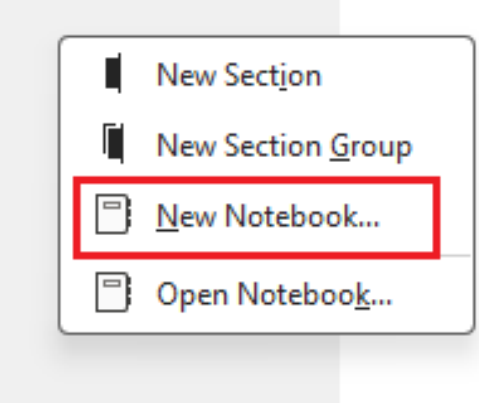
4. Your file should now be uploaded to OneDrive and auto saving should now be enabled. You can verify this by looking at the AutoSave option to find that it is now on and blue.



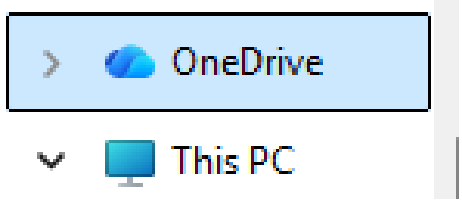
OneNote:

To add a new Notebook:

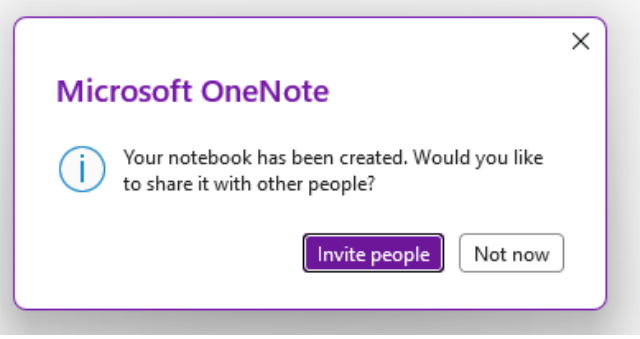
1 . Right-click on the empty space on the column on the left-hand side and selcet **New Notebook**. (You may also create a new one via “File” → “New” → “Browse” like other Office applications)



2. Browse to your OneDrive and give your notebook a name



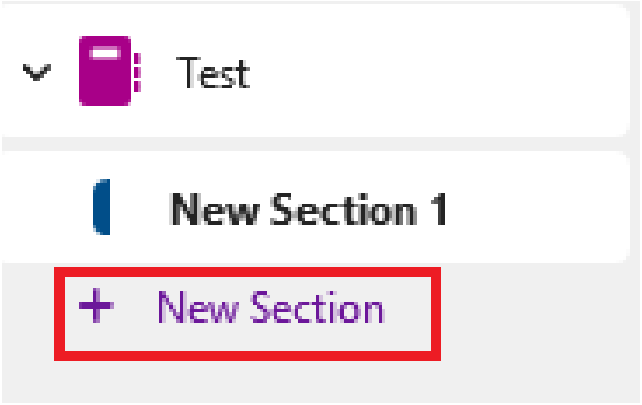
3. If this box appears after naming, hit **Not now.**



The notebook you created should now show up in the once-empty left column, 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 **New Section** button under the notebook.



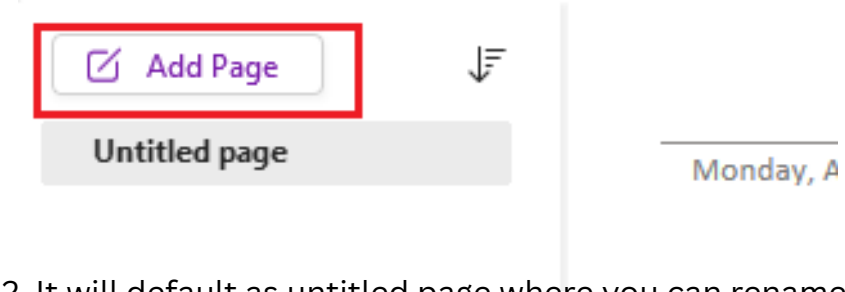
2. It will default with the name New Section "number" depending on how many you have.

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, but want to break the notebook up in semesters, or months, or any other category.

To add a new page:

1. Click the **Add Page** button on the top of the second column next to the notebook list.



2. It will default as untitled page where you can rename at the top of the page above the date.

Each new page will automatically create a stamp of the date 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**

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.