

OneNote for your Studies

Please use Google chrome when accessing OneNote.

OneNote is a cloud based digital notebook (Microsoft) that automatically saves and syncs your notes as you work. Notebook(s) into sections and pages. With easy navigation and search functionality, you will be able to easily find your notes. You will never lose that note again, unlike paper or smart notebooks.

Your notes are accessible across all your devices, so you can type or handwrite notes, highlight, do ink annotations, sketch, and draw, add images from your phone, add audio notes, insert online videos, add tables, graphs, perform math equations and add files, wherever you are, whenever you need to make a note.

- You can add “To Do” tags to keep organised.
- You can share your ideas and work collaboratively with your fellow students or academics.
- You may find your module has class notebooks and these are all stored in one space facilitating group work and collaboration.

[OneNote Video Training](#) or Click **Help** within OneNote.

Learning Tools

With features like **Dictate** and **Read Aloud (Immersive Reader)**, students can hear their writing read aloud providing them essential feedback to edit their work and clearly communicate their ideas to others (multi language).

Contents

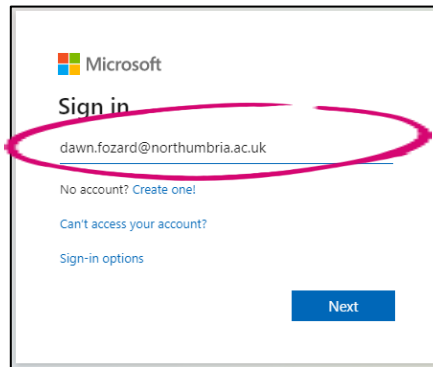
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Sign in

Step 1

Go to office.com.

Sign in to **OneNote**.



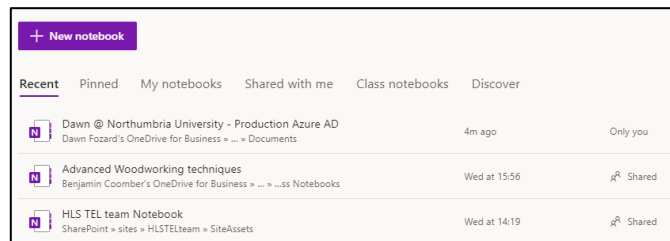
Step 2

Click on **OneNote**.



Step 3

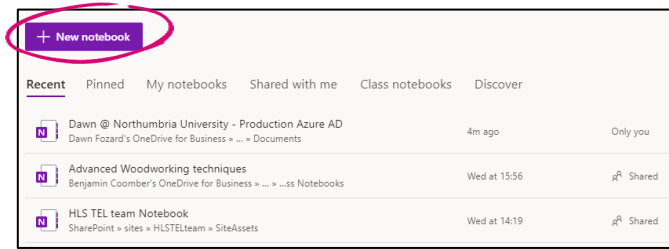
You will see a list of any notebooks already created or shared with you. These maybe personal or module notebooks.



Creating a new notebook

Step 1

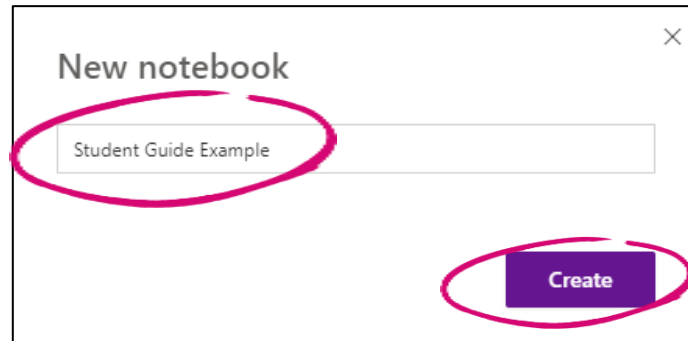
Click on the **New Notebook** icon.



Step 2

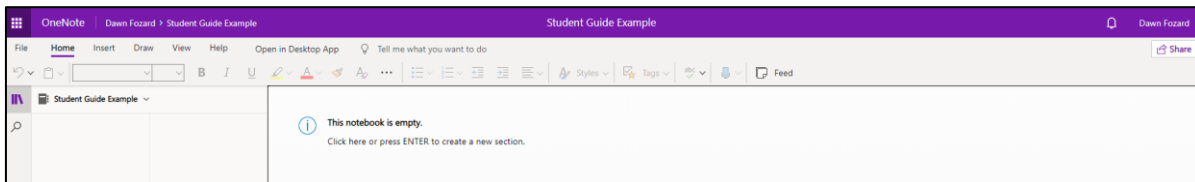
Give the Notebook a name.

Click **Create**.



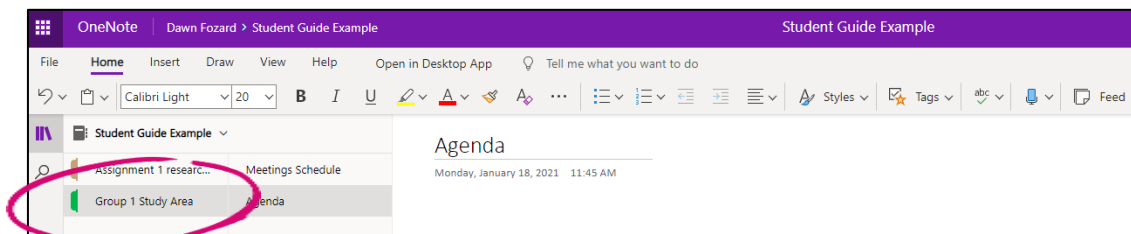
Step 3

You will be presented with a blank notebook and will be able to add sections and pages to organise your notes.



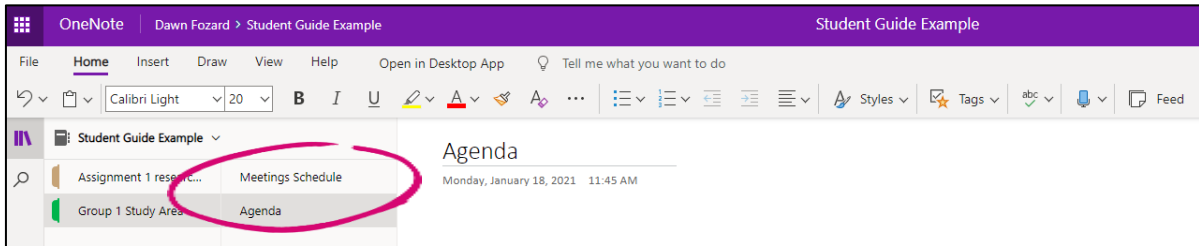
Step 4

First add your **section(s)**.



Step 5

Then add your **pages**.

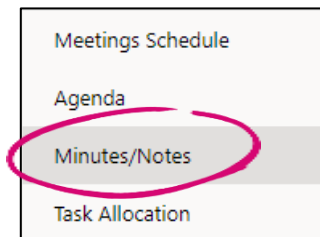
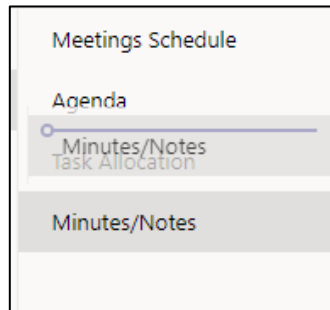
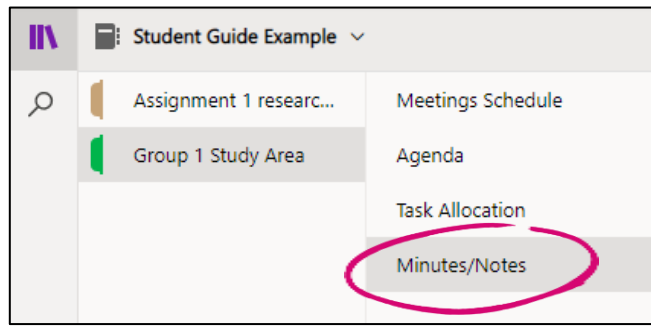


Reordering your sections and pages

Step 1

Moving sections and pages is done by selecting the section or page, holding down the left mouse and moving to the correct place, and releasing the mouse button.

In this example, we wish to move the Minutes/Notes page to under the Agenda.



Pages

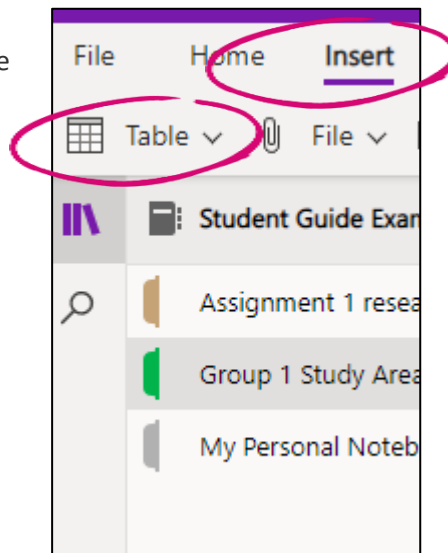
We can use many different types of content in notebook pages:-

- Tables
- Meeting Details
- File attachment
- Stickers, emojis and images
- Links to webpages and online resources
- Text and handwritten notes
- Highlights
- Comments
- Audio files
- Dictate notes
- Math equations
- Microsoft Forms

Tables

Step 1

To add a table, **Click** on the page where you would like to insert a table.



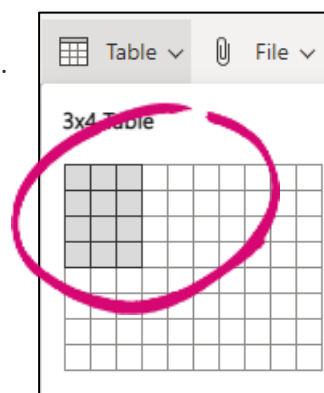
Step 2

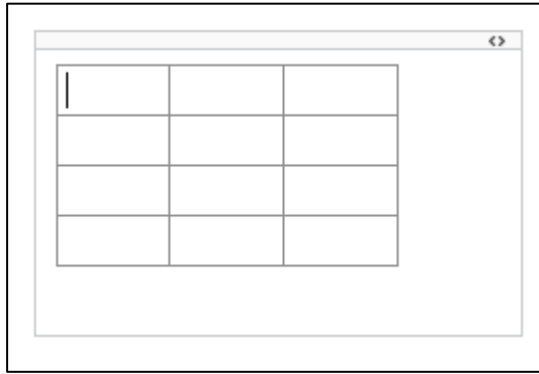
Select **Insert**, then **Table**.

Step 3

Select the number of rows and columns.

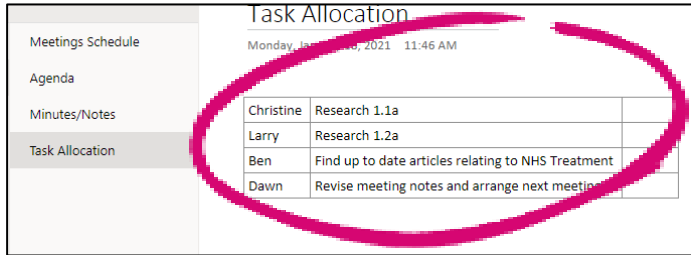
If you make a mistake – highlight and delete, or highlight and cut.





Step 4

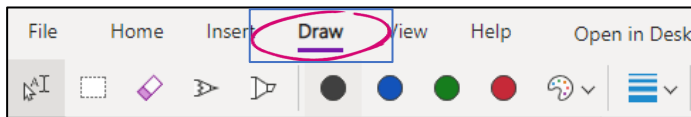
Add and format your text.



Annotate and Highlight

Step 1

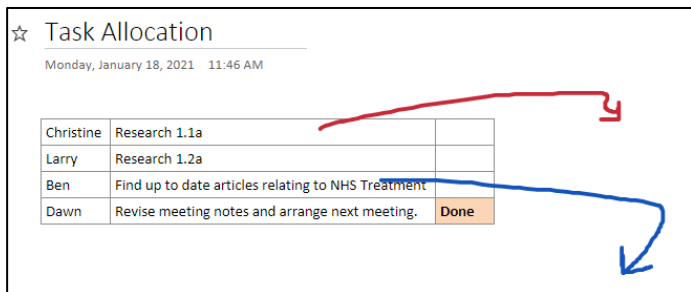
Click **Draw**.



Step 2

Select your pencil or pen, colour and thickness.

Draw freehand on your page.



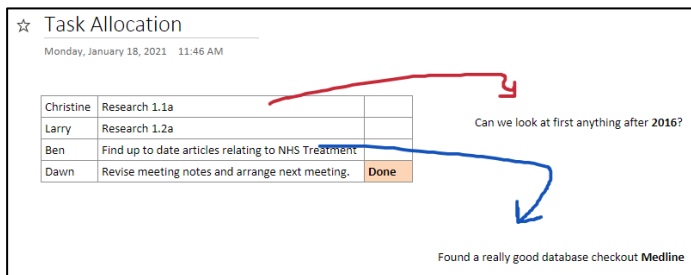
Step 3

To add text – select the **Type** icon.



Move to the location on the page and Click to add the text box.

If you wish to reposition or delete/cut remember to select the Type icon to get the select cursor.

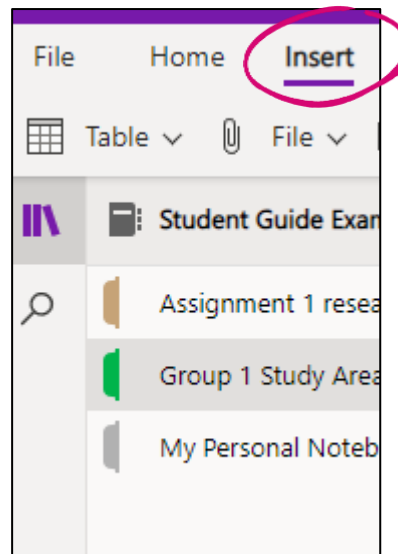


Meeting Details

You may find it useful to add meeting details to your OneNote page. The time, date, place, who's invited, joining details and links are added.

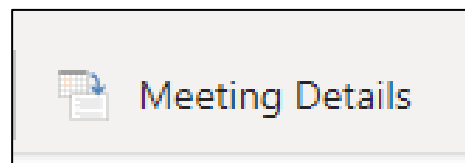
Step 1

Click **Insert** from the menu.



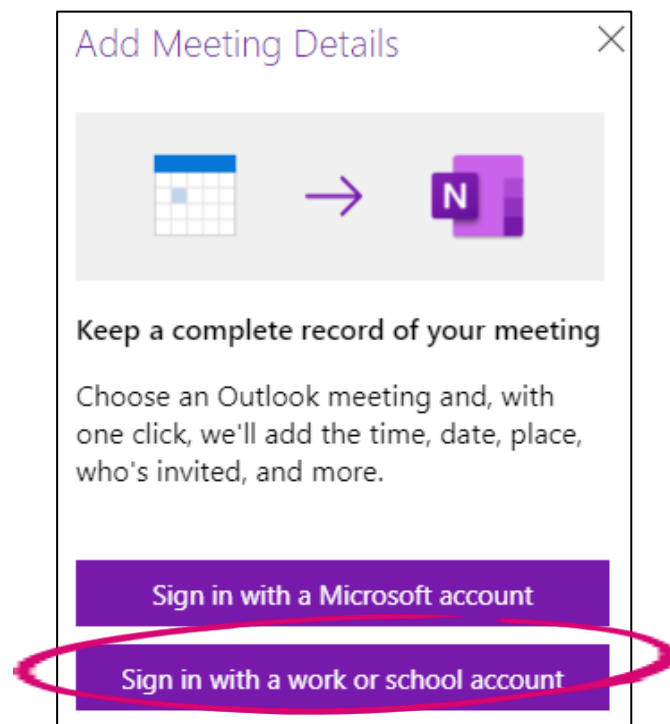
Step 2

Click **Meeting Details**.



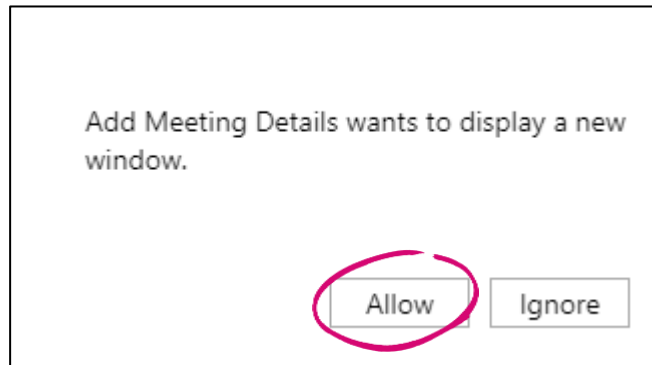
Step 3

Sign in to your work or school email account.



Step 4

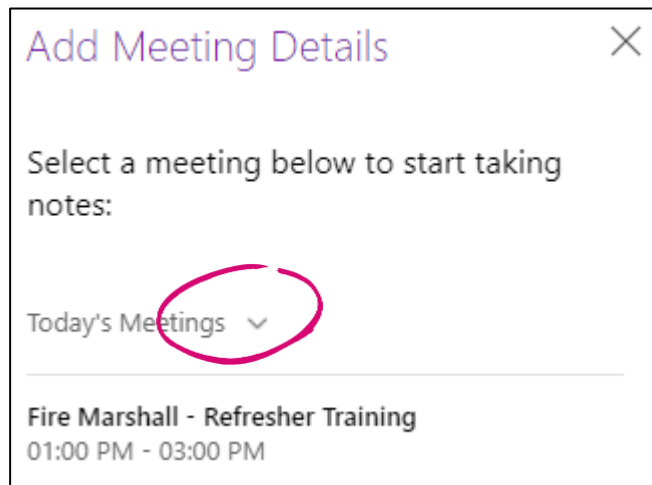
You may be asked to display a new window. Click **Allow**.



Step 5

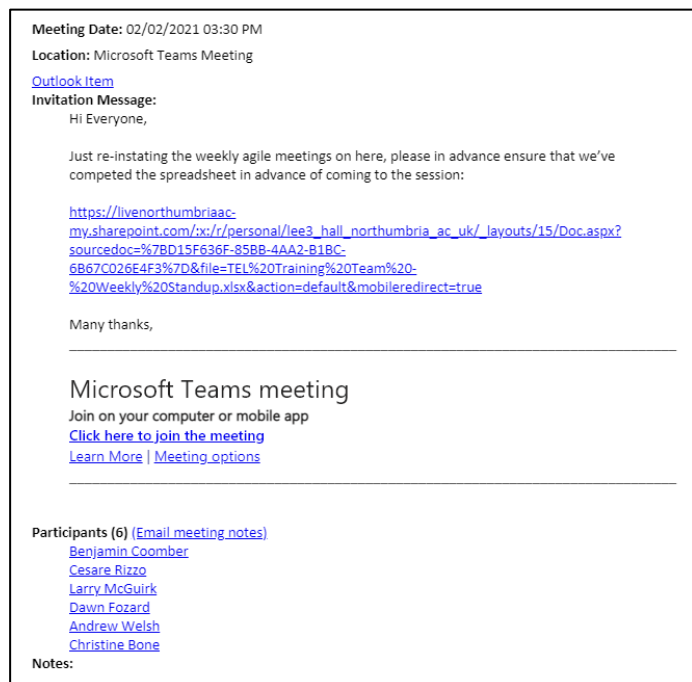
Select the **down arrow** to find the required meeting.

The default is always Today's Meetings.



Step 6

Click to insert into the page.

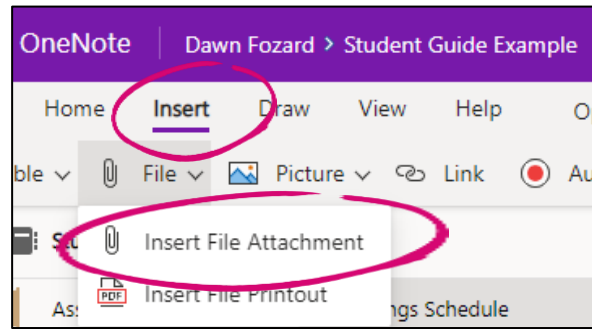


Add a file

Step 1

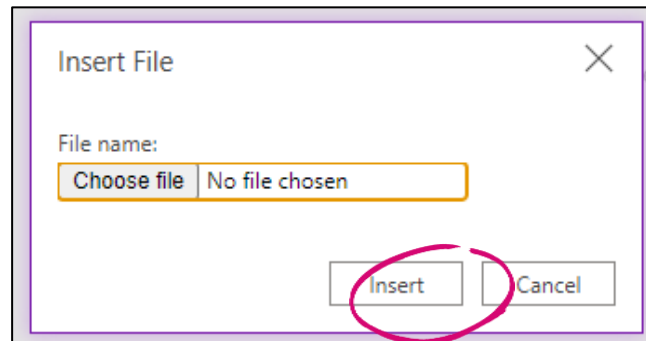
Click **Insert**.

Select **File attachment**.



Step 2

Find the file and Click **Insert**.

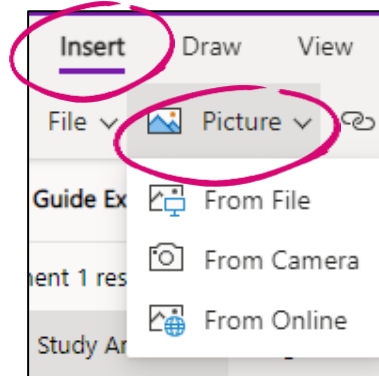


Add a picture

Step 1

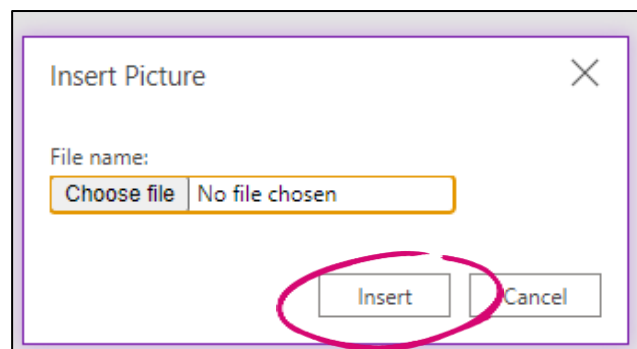
Click **Insert**.

Select the **picture source**.



Step 2

Find the file and Click **Insert**.



Apply a Tag

Tags are a way to categorise and prioritise notes in OneNote. With tags, you can quickly return to important items, remind yourself about action items, or filter on notes you'd like to share with others. You can tag anything from a single line of text to an entire paragraph.

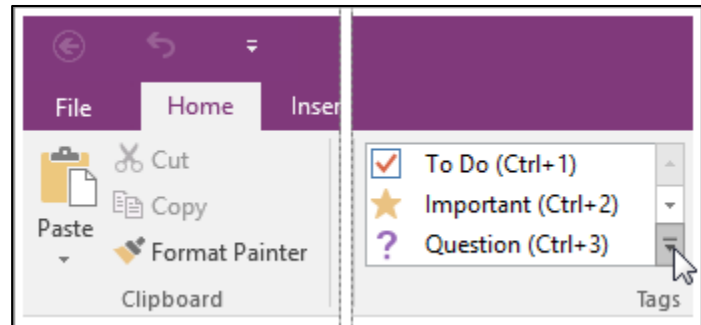
Step 1

Place the cursor at the beginning of the line of text you want to tag

Step 2

Use the arrows next to the tags list to scroll through the available tags or click the **More** arrow in the lower-right corner of the scroll box to show all available tags.

To remove a Tag, right click it, and Click Remove Tag.



You can also add emojis and stickers to make the note more visual or give feedback.

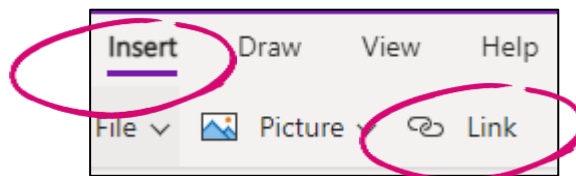
- Click **Insert** and select **Emoji** or **Stickers** from the menu bar.

Add a Link

Step 1

Click **Insert**.

Select **Link**.

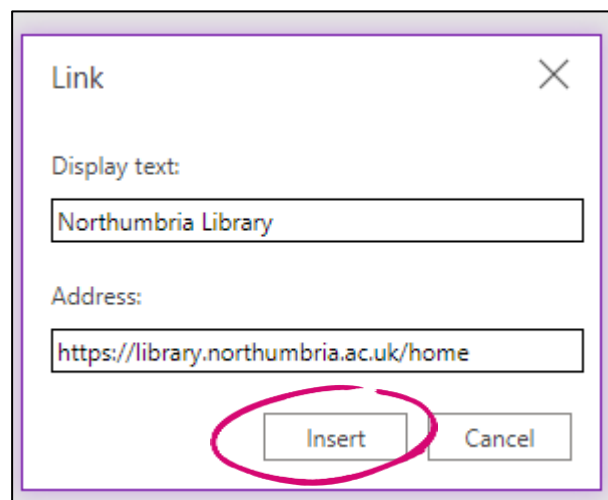


Step 2

Add the **Display text**.

Add the **Address**.

Click **Insert**.



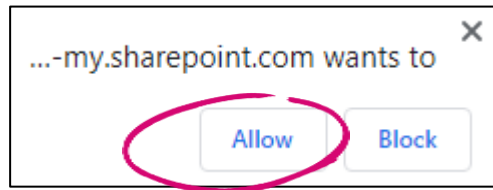
Add audio

Step 1

Click **Insert**.

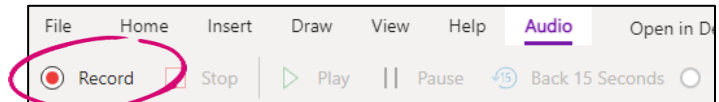
Select **Audio**.

Note :- you may be prompted
...-my.sharepoint.com wants to
Allow or Block (please click **Allow**).

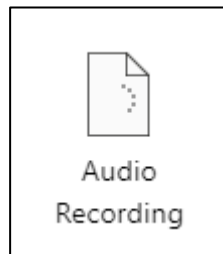


Step 2

Click **Record**.



Start talking.



When finished Click **Stop**.



Click **Play** to listen, **pause** and **rewind** as needed.

Remember you can move the recording anywhere on the page.



Dictate

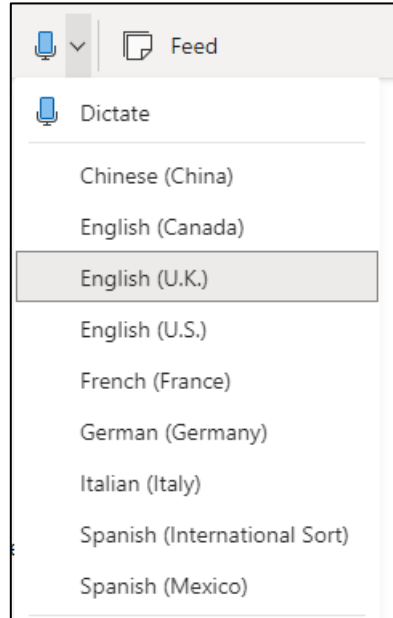
Step 1

Click **Home**.



Click on the page.

Selecting the down arrow will allow you to select a language.



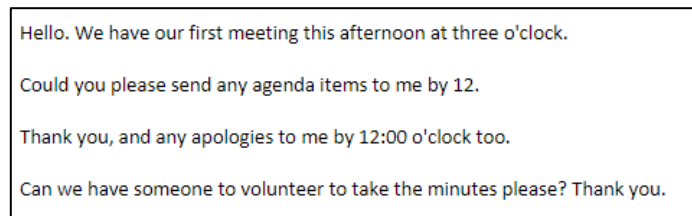
Step 2

Select the **Dictate** icon.



Start talking – you will see the text appearing on the page.

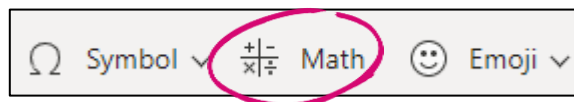
- You can say comma, question mark and full stop too.



Math (equations)

Step 1

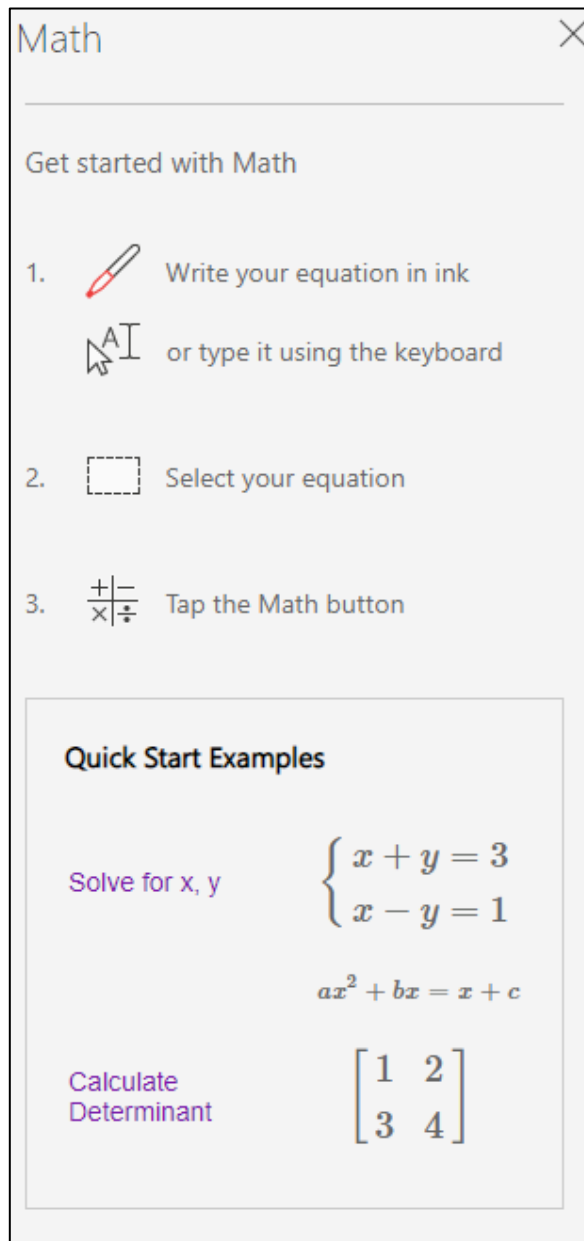
Click **Insert**.



Click **Math** icon.

Step 2

Instructions will appear in the right hand frame.




Step 2

Example

$$X - 2 = 4$$


Select an action, by clicking the **down arrow**.

$X - 2 = 4$


Select an action 

Solve for X

This will generate the answer.

Solve for X 


$X = 6$

Show steps 

Generate a practice quiz


Step 3

You can see the steps – Click **Show steps**, and select the option shown.

Show steps 

Steps for Solving Linear Equation

Click the **Immersive Reader** icon to hear the solution method.



1. Add 2 to both sides.

$X = 4 + 2$

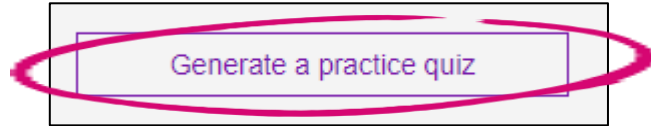
2. Add 4 and 2 to get 6.

$X = 6$

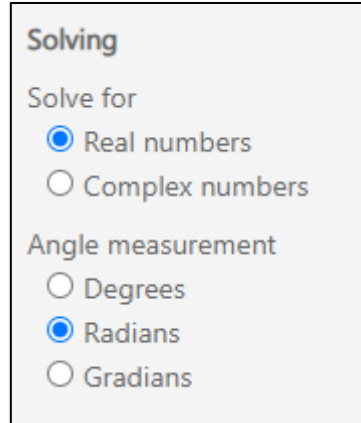
Step 4

Do you need more practice?

Generate a practice quiz.



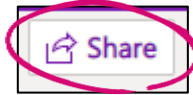
Note:- You can change Math Settings by clicking the cog.



Share options

Step 1

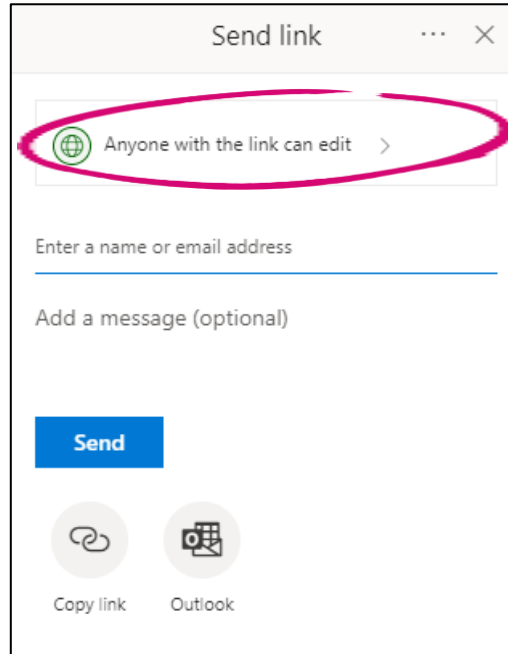
Click the **Share** icon.



Step 2

Option A.

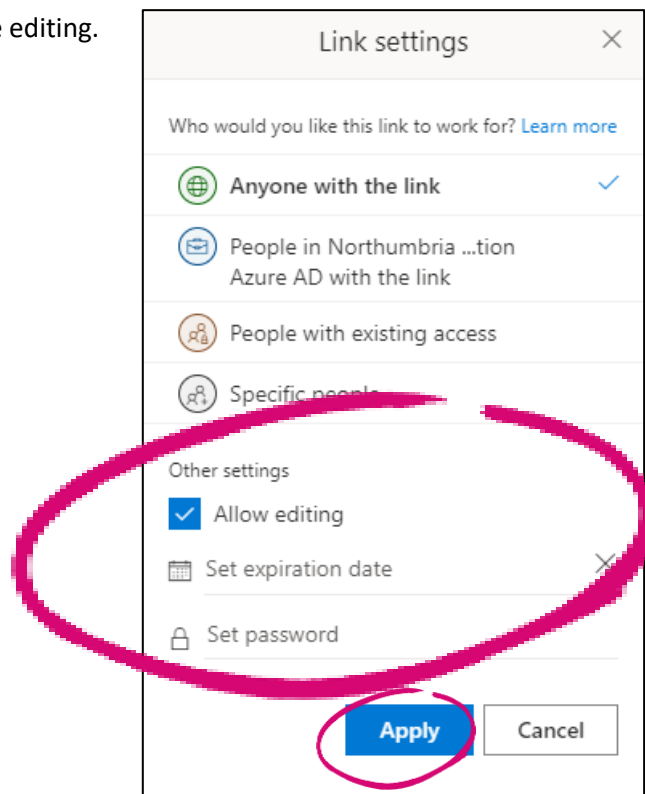
Anyone with a link can edit.



You can

- allow editing or disable editing.
- Set an expiration date.
- Or set a password.

Click **Apply**.



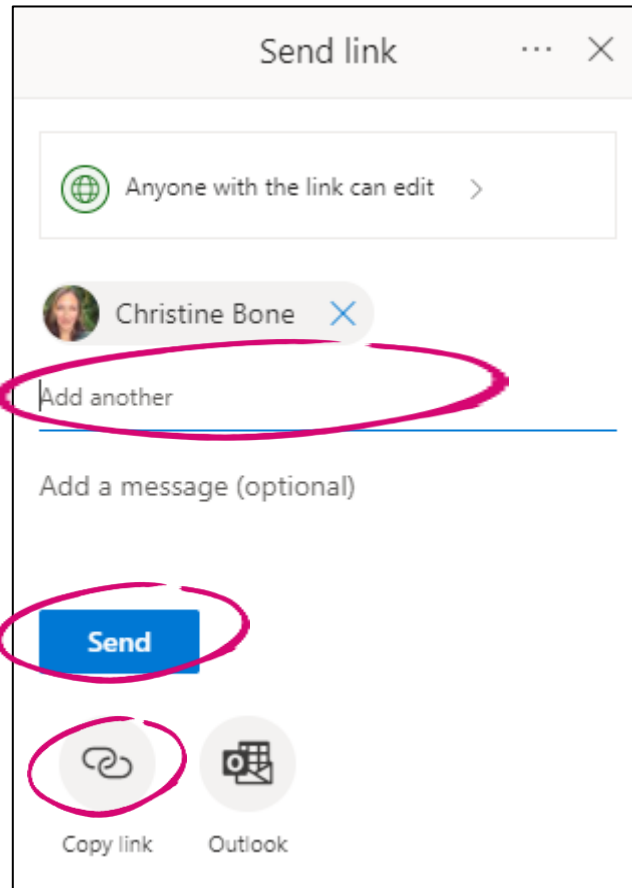
Step 3

Enter name or email address, add an optional message and Click **Send**.

Or

Copy **link** and **send** via email.

Be aware people can forward the link to others to give access.

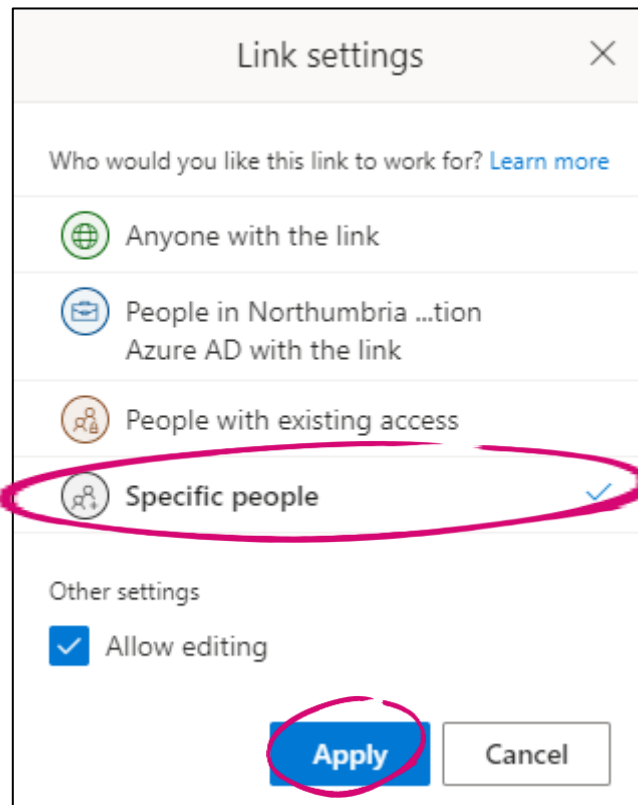


Option B.

Specific People.

Step 1

This is more secure, as only invited people have the access given and they cannot give access to others by forwarding a link.



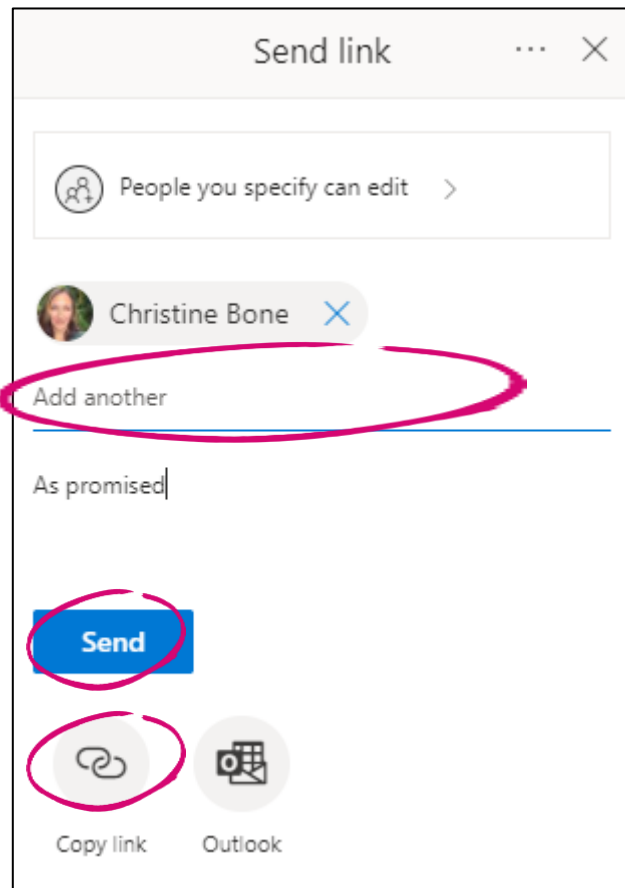
Click **Apply**.

Step 2

Enter name or email address, add an optional message and Click **Send**.

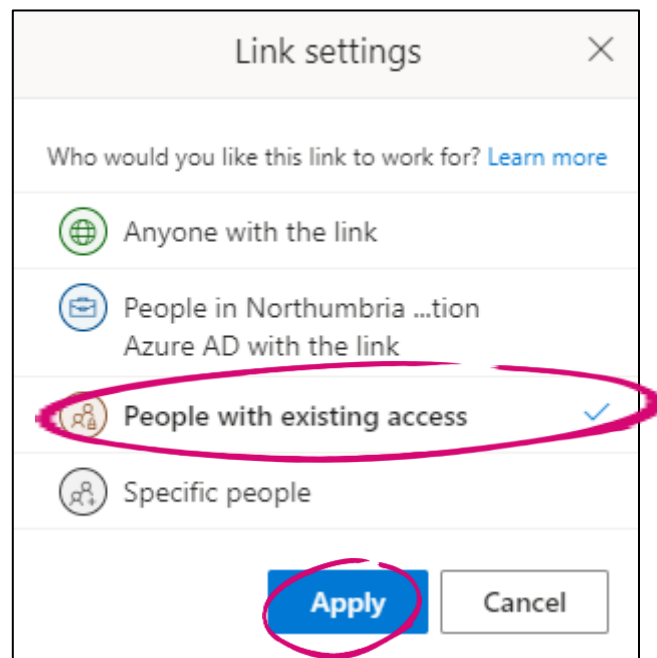
Or

Copy **link** and **send** via email.



Option C.

People with existing access.



Click **Apply**.

Change permissions

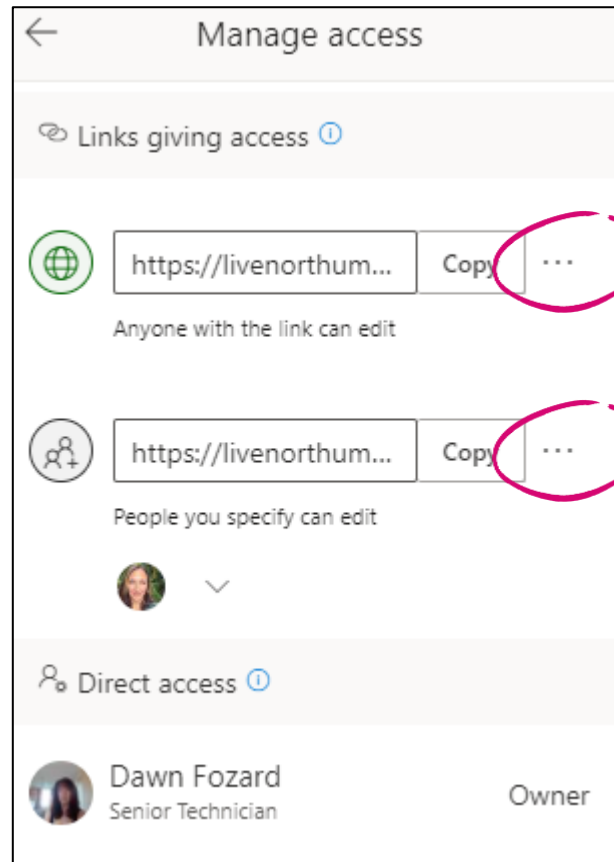
You can change permissions for who can view or edit a notebook. Or Remove a person quickly.

Step 1

1. Click Share.
2. Select 3 dots.
3. Select Manage Access.

You can copy the link or click on the 3 dots to change edit access, expiration date or remove a person.

You can copy the link or click on the 3 dots to change edit access, expiration date or remove a specific person.



24
HOURS

**IT SUPPORT – AVAILABLE
24 HOURS, 7 DAYS A WEEK**

Online northumbria.ac.uk/StudentIT

Chat northumbria.ac.uk/itchat