



Microsoft OneNote Online

OneNote is part of the Microsoft Office 365 package that you get free as a NOVA student or employee. You can access OneNote through your VCCS/Office 365 Online Account. You will use OneNote in conjunction with OneDrive where the notebooks are stored and shared.

Access your VCCS/Office 365 Online Account

1. Go to <http://office.vccs.edu>
2. Enter your **VCCS email address** and **password**.
3. You will be logged in to your Office 365 Desktop!



Basics

OneNote Overview

1. OneNote Notebooks are similar to **binders** on a shelf with **section dividers** and **pages**.

Create a New Notebook

1. In OneNote Online **Notebooks** are created inside the **OneDrive** app.
2. From your **Office 365 Desktop**, click on **OneDrive**.
3. Make sure you are in **Files**, and click on **New > OneNote Notebook**.
4. Enter a name for your new notebook and click **Create**.
5. Your new notebook will open in OneNote ready to use.



Add Content to Your Notebook

1. **Add a new section** – Click **+ Section**, or **Insert > New Section**
 - a. You can re-order the section tabs
2. **Add a new page** – Click **+ Page**, or **Insert > New Page**
 - a. Enter text using the **Home** ribbon
 - i. Move the text boxes around
 - ii. Copy and paste content from the internet
 - b. Use **Insert** ribbon
 - i. Insert a table
 - ii. Insert an image or clipart
 - iii. Insert a file printout or a file attachment
 - iv. Insert a link
 - v. Insert symbols
 - vi. Record and insert an audio clip
 - vii. Office Add-ins – Pickit Images and Graph my Equation

Share Your Notebook

1. **File > Share** > insert email address(es) or get a link that you can insert into an email.

