

Parent Guide: Accessing OneNote

At TMSS we will be using Microsoft Office 365 as a hub for online learning.

All the Office 365 apps sit within Education Queensland's Managed Internet Service (MIS).

Students will sign in to MIS using their normal school username and password. This will take them to Office 365.

OneNote is part of the Office 365 suite of online applications.

What is OneNote?

OneNote is an online space for classes. Teachers can upload learning materials. Students have their own workspace and the class has a collaboration space.

OneNote is the application. Inside OneNote, teachers and students will work in a class notebook.

You will need...

A **device** – laptop; desktop; phone; tablet A **browser** – Google Chrome; Microsoft Edge; Safari An **internet** connection Your school **username** and **password**



Quick links in this document

Signing in to MIS

Opening OneNote in Office 365

Years 3 to 6 - Accessing a notebook for the first time

Year 2 - Accessing a notebook for the first time



Signing in to MIS

1. Open a **browser** on any device.



Microsoft Edge



2. Search for **MIS** (Managed Internet Service).



3. Click on Managed Internet Service in the search results.



4. Sign in with your school username and password.



5. Now you are in Office 365. Your account will open up in Outlook (email).





Opening OneNote

- 1. Sign in to MIS.
- 2. Use the **waffle menu** to choose the app.

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3. Now you are in **OneNote**.

You can choose your **notebook**.



4. Now you are in a **notebook**.





Accessing a notebook the first time - Years 3-6

1. Open your student email.

You need to find the **invitation** from your teacher. When you click on the link in the invitation, OneNote will open.

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			Look for the OneNote icon Click on the link to open the notebook
			(d) This link only works for the direct recipients of this message

2. Now **OneNote** is open and you are in your **notebook**.





Accessing a notebook the first time - Year 2

1. An **email** invitation will be sent to **parents** from the class teacher. Click on the link to the **notebook**.



The MIS log in page will open.
Students sign in with their school username and password.

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3. Now **OneNote** is open and you are in your **notebook**.

