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.

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| 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 |

You will need…

A **device** – laptop; desktop; phone; tablet

A **browser** – Google Chrome; Microsoft Edge; Safari

An **internet** connection

Your school **username** and **password**

Signing in to MIS

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

   Google Chrome   Microsoft Edge   Apple Safari
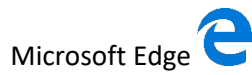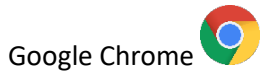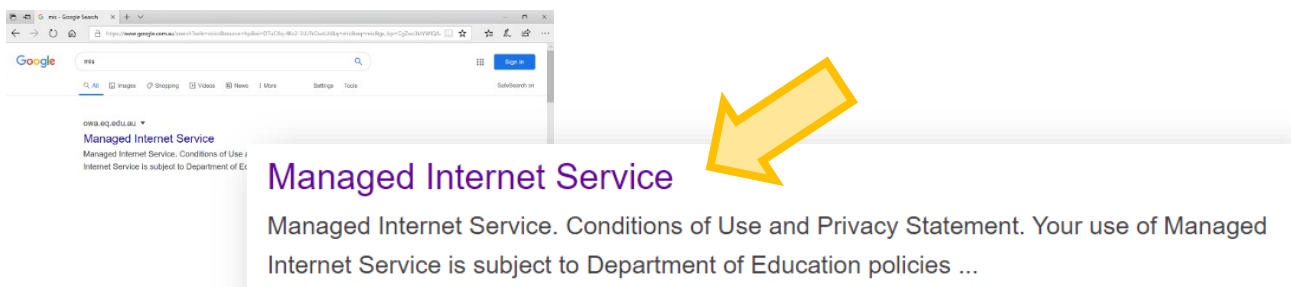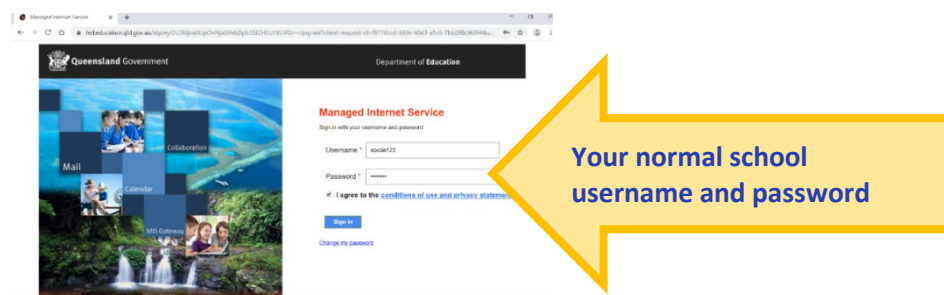
2. Search for **MIS** (Managed Internet Service).
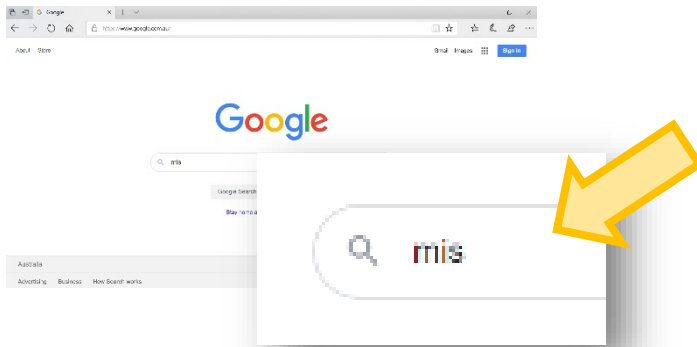
3. Click on **Managed Internet Service** in the search results.

   ### Managed Internet Service

   Managed Internet Service. Conditions of Use and Privacy Statement. Your use of Managed Internet Service is subject to Department of Education policies ...

4. Sign in with your **school username and password.**

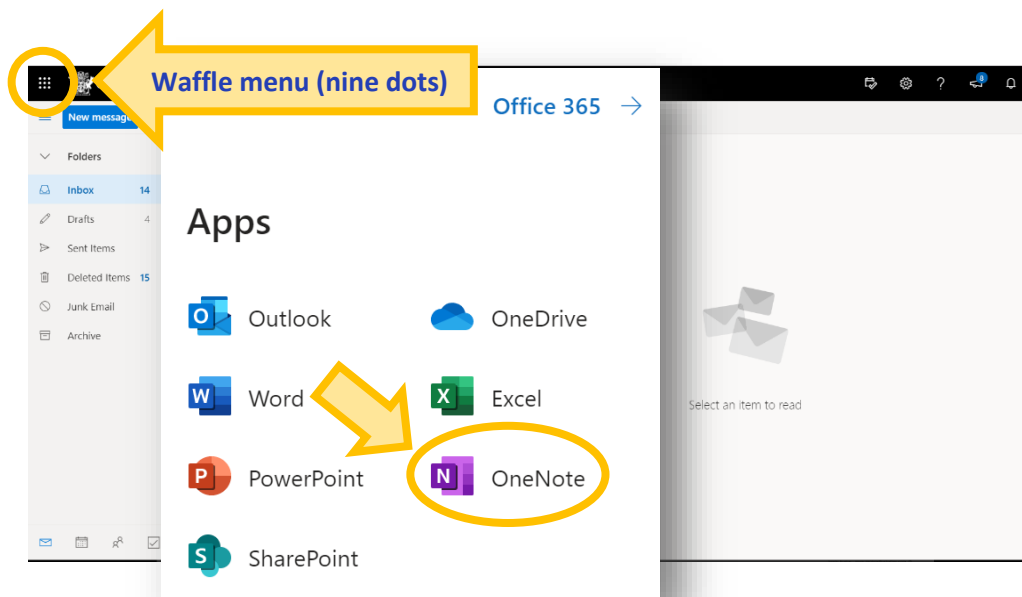   **Your normal school username and password**

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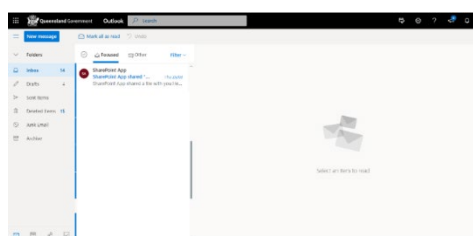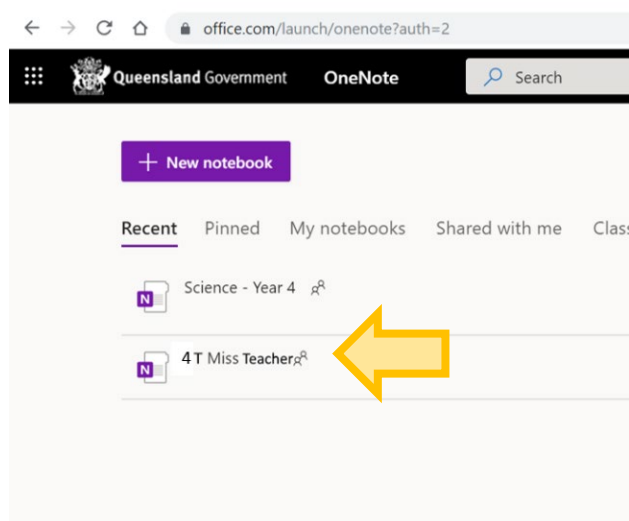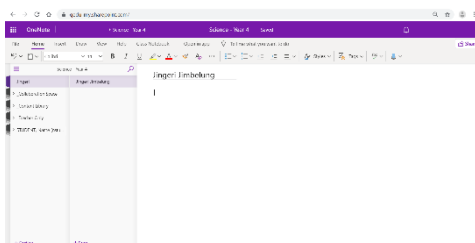

Opening OneNote

1. Sign in to **MIS**.

2. Use the **waffle menu** to choose the app.

3. Now you are in **OneNote**.
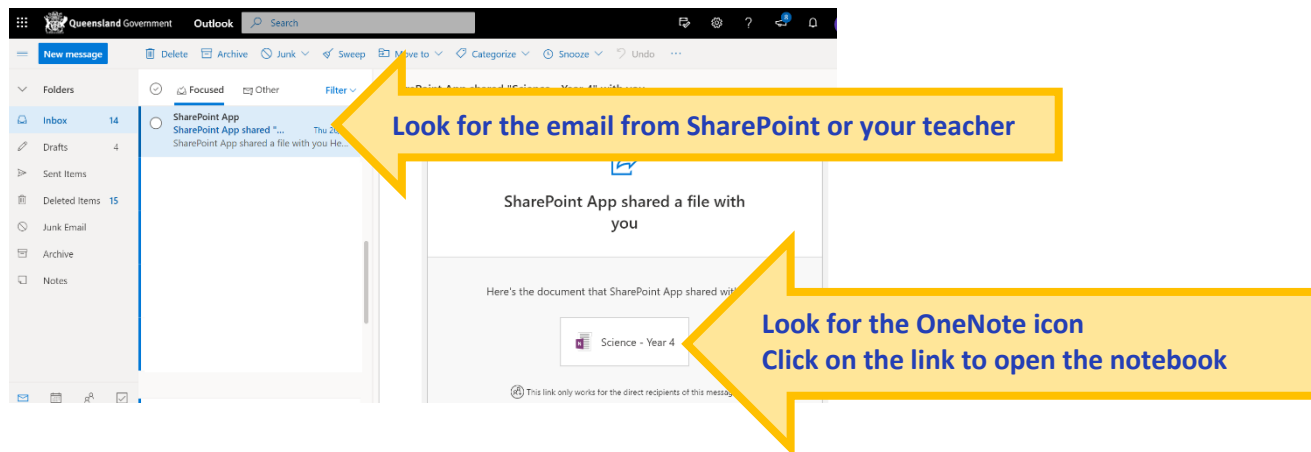   You can choose your **notebook**.
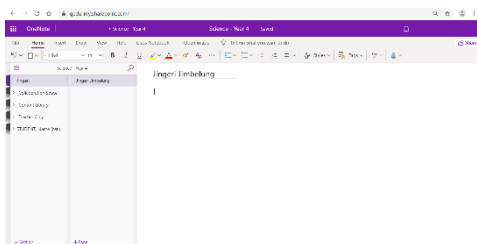

4. Now you are in a **notebook**.

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.
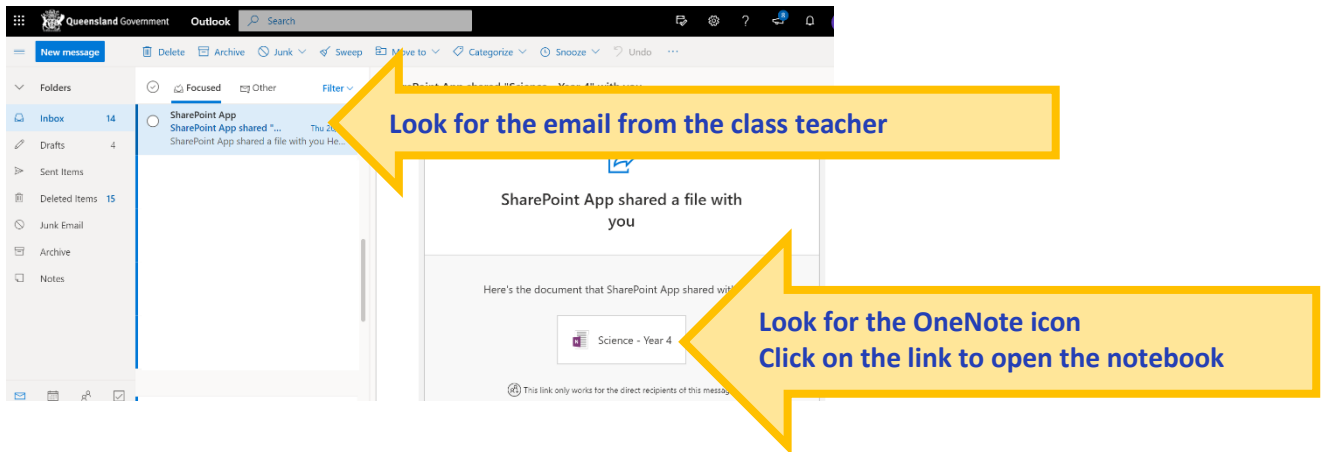

> **Look for the email from SharePoint or your teacher**

> **Look for the OneNote icon**
> **Click on the link to open the notebook**

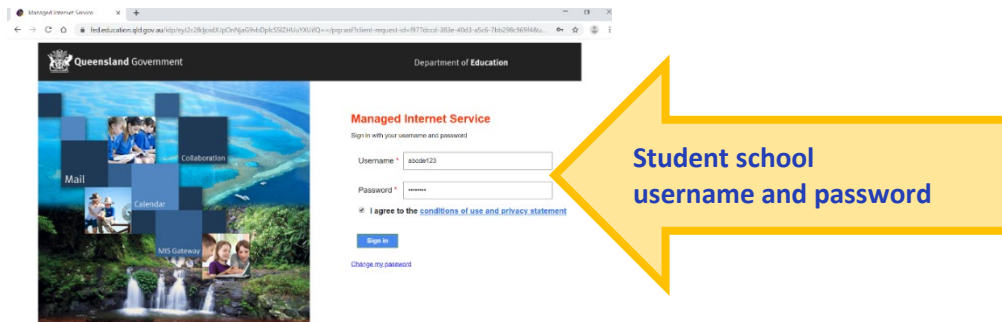2. Now **OneNote** is open and you are in your **notebook**.

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**.

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

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