Microsoft OneNote Tutorial

If you already have OneNote, you proceed to step 2. If not:

Step 1: Getting OneNote

Get a Microsoft 365 Account
- Visit [http://www.purdue.edu/hello365/](http://www.purdue.edu/hello365/) for instructions

Install OneNote from Office365
- Visit [https://portal.office.com/Home](https://portal.office.com/Home)
- Click to install OneNote and follow the prompts

Step 2: Connecting to the Team Notebook (Mac or Windows)

1. Open OneNote 2016
   - Do not use Windows Metro App, use the full desktop version.
   - The OneNote app from apple app store does work.

2. In OneNote, click ‘Open’

3. Click the ‘+’ symbol to add a new network location
4. Click ‘SharePoint’

5. In the URL box, type https://sharepoint.ecn.purdue.edu/epics/teams/TEAM (replacing TEAM with your team acronym)
6. Enter your Purdue career account login and password. You may need to add onepurdue\ before your login name.
7. In OneNote’s ‘open’ screen, navigate to your team’s notebook and click to open
Step 3: Setting Up Your Notebook

1. There should be one notebook per project, shared amongst the project members
2. Your project notebook should have three tabs at the start of the semester:
   a. **Design Document Tab**—continued from past semesters as a project history
   b. **Current Semester Tab**—a place to keep PIGS and team information
   c. **Student Name Tab**—individual student notebook template
   d. There may also be tab groups with previous semesters’ notebooks

3. Copy the ‘Student Name’ tab for each student in the project.
   a. Right click the tab and select ‘Move or Copy’
   b. Select the Project Notebook and click ‘Copy’
   c. Right click the new tab and select ‘Rename’
   d. Enter your name. This is now your personal notebook.

4. When finished, the notebook tabs should now look similar to this:
Troubleshooting

Please check the following solutions if you have issues connecting to your OneNote Notebook. If you still have trouble, don’t hesitate to contact the lab manager for assistance.

1. Check that your operating system has been updated to the most recent version
2. Check that your application has been updated to the most recent version
3. Make sure that you are using the onepurdue\ domain when logging into sharepoint from an ECN machine
4. For Windows users, check the compatibility settings on your browser
   a. Click the settings ‘gear’ icon in the top right hand corner of the browser window.
   b. Click ‘Compatibility View Settings’
   c. Check the ‘Add this website:’ bar reads ‘purdue.edu’ and click ‘Add’, then ‘Close’.
   d. Click the ‘Open in OneNote’ icon in the top ribbon.
   e. Once the notebook opens in OneNote, it should be available in the future by opening OneNote directly.