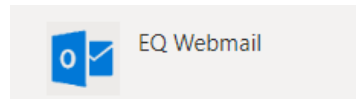


## HOW TO ACCESS ONENOTE VIA A LINK

If you have been invited to join a class OneNote, you can follow the below instructions.

Go to your webmail. Either click on your webmail icon on your intranet page or go to your webmail through your browser.



You will be prompted to enter your user name and password.

The screenshot shows the login page for the Queensland Government's Managed Internet Service. The page header includes the Queensland Government logo and the Department of Education. The main content area features a "Managed Internet Service" heading and a sign-in prompt: "Sign in with your username and password". There are two input fields: "Username" and "Password". A red arrow points from a text box on the right to the "Username" field. Below the fields is a checkbox for "I agree to the conditions of use and privacy statement" and a "Sign in" button. A link for "Change my password" is also present. The left sidebar contains navigation icons for Mail, Collaboration, Calendar, and MIS Gateway.

**Managed Internet Service**

Sign in with your username and password

Username \*

Password \*

I agree to the [conditions of use and privacy statement](#)

[Sign in](#)

[Change my password](#)

Your username will be the first letter of your first name and first 4 letters of your last name.

Eg. Fred Smith  
fsmith

When you are in your emails, you will see an email from 'SharePoint'.

The screenshot shows an Outlook inbox within the Queensland Government intranet. The selected email is from the "SharePoint App" with the subject "SharePoint App shared '11 DRA and DRP- Share' with you.". The email body contains a message from the SharePoint App: "SharePoint App shared a file with you". Below this, it says "Here's the document that SharePoint App shared with you." and displays a thumbnail for a document titled "11 DRA and DRP- Share". An "Open" button is visible at the bottom of the document preview. The left sidebar shows the "Inbox" folder selected, and the "SharePoint App" is listed as a contact in the "Favorites" section.

SharePoint App shared "11 DRA and DRP- Share" with you.

SharePoint App shared a file with you

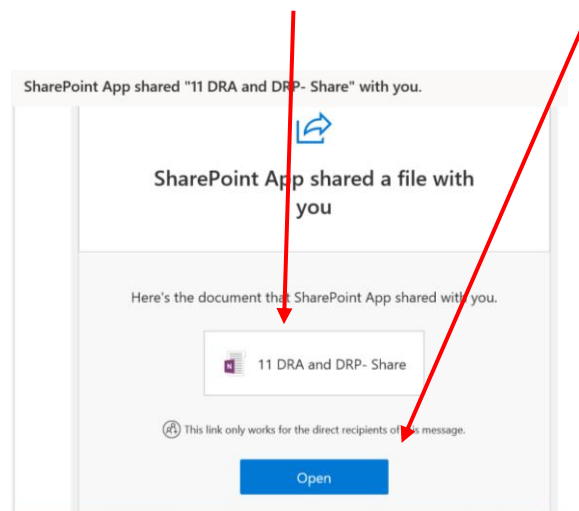
Here's the document that SharePoint App shared with you.

11 DRA and DRP- Share

This link only works for the direct recipients of this message.

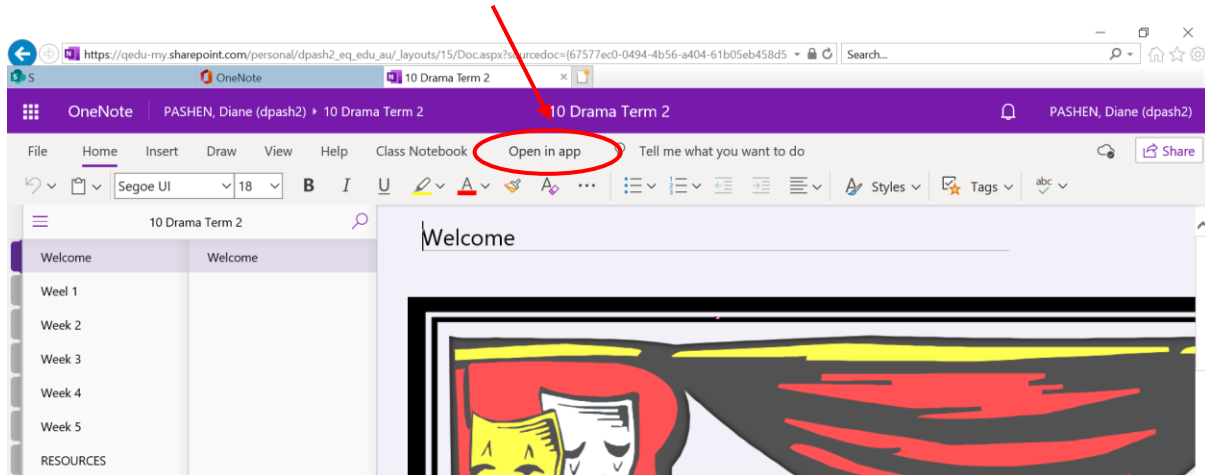
Open

From your email, click the class Notebook icon OR the 'OPEN" link.



Once your OneNote has opened, you need to **Open it in the APP** as well.

Click on the 'Open in App' tab here.



You will then see a pop up. The message may be different depending on the version of OneNote you are using or the device you have. Click on 'ALLOW'. This will open the OneNote App.

