

Accessing OneNote Online

1. Go to <https://portal.det.nsw.edu.au/>

Login with your DoE account

User ID

Example: Jane.citizen1

Password

Log in

[Forgot your password?](#)

Have trouble logging in?

[Help for DoE staff](#)

2. Sign in with your student account
3. Click on Microsoft Office 365

NSW Department of Education

Student Portal Student Name

- Home
- Email
- Oliver Library
- Help
- Notifications
- Change password
- Secret Questions
- Change Colours
- Sign Out
- Feedback

You have 1 unread notifications
[Click here to view your unread notifications](#)

Search

Calendar

Games

Counselling and Support

My bookmarks

List name

Name your custom bookmarks list here...

Create new list

Learning

- C.Suite / Google Apps for Education
- Microsoft Office 365**
- eSafety Virus
- LinkedIn Learning

Search Sites

4. Click on OneNote

Office 365

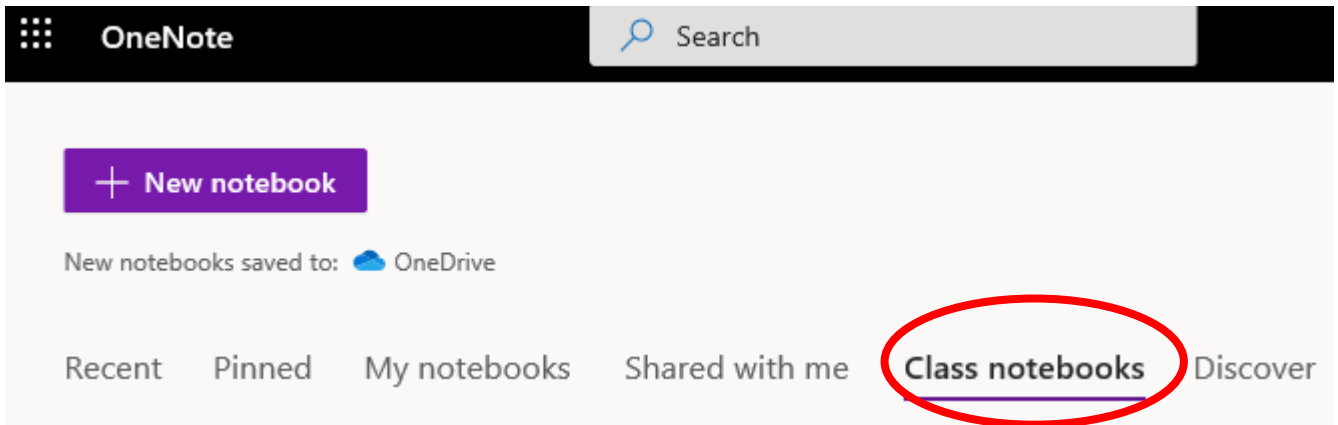
Good afternoon, Student Name [Install Office](#)

Start new OneDrive Word Excel PowerPoint **OneNote**

SharePoint Teams Sway All apps

Recent Pinned Shared with me Discover

5. Click on Class notebooks

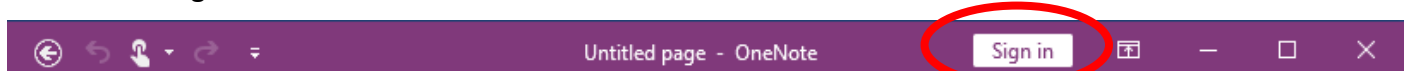


6. Click on the OneNote for your class
7. You are now ready to work online (requires access to the internet)

To work offline

The OneNote app allows you to work offline. It makes working with OneNote much quicker and easier. When your app detects that you are online, it will sync automatically. You only need to sign in once and it will remember who you are and what you were last working on.

1. Download and install the OneNote app from <https://www.onenote.com/download>
2. Click sign-in



3. Sign in with your student email: firstname.lastname@education.nsw.gov.au
4. Sign in to the portal
5. Open your OneNote by following Accessing OneNote Online Steps 1 to 6.
6. Click open in app



7. You are now ready to work online or offline