

**Microsoft OneNote** is a digital notebook. You can keep a record of all your ideas and research for your project, and store all the relevant information, documents, links and files you create along the way in OneNote.

To help you get started with OneNote, download our template package to help structure your project and meet the criteria set out for the Victorian Games and Apps Challenge. Once you get started you can add or delete whatever you like from the template and make it your own, but it will help you to get into the really interesting work sooner - developing your Game or App! You'll find the template package at [www.gac.global2.vic.edu.au/create/](http://www.gac.global2.vic.edu.au/create/)

First, OneNote will need to be downloaded onto all the computers that the project will be worked on. This might include school PCs, or Macs, and personal or school based laptops. It can be downloaded from [www.onenote.com](http://www.onenote.com). Group members will all need a Microsoft Account/Windows Live ID in order to use OneNote. Your teacher will provide this.

For your group to get started you will need to nominate one member to download the template and set everything up for the rest of the team. Your group leader may like to volunteer for this. It is crucial to remember that everyone who edits your notebook will need to be connected to the internet.

1. Sync your OneDrive for Business to you desktop.
2. Login into Office 365 by going to <http://portal.office.com> using your Edupass login details.
3. Click on OneDrive



4. Sync OneDrive for Business to desktop.

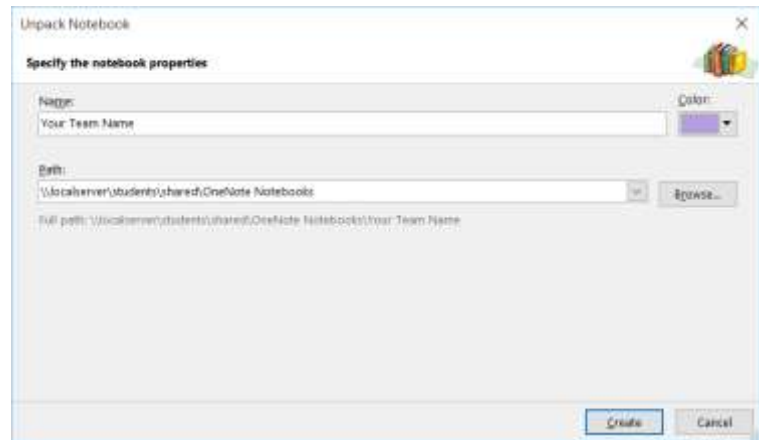


5. This will then enable you to have access to your OneDrive for Business from File Explorer



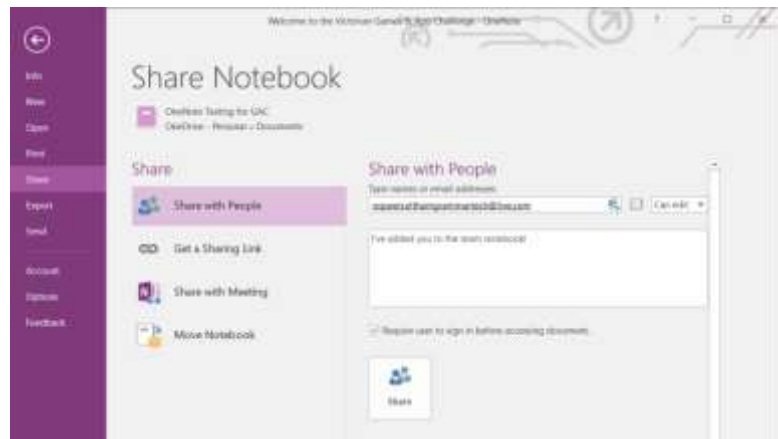
- Download the OneNote package file **Template One Note.onepkg** from here <http://gac.global2.vic.edu.au/create/>

- Save the **Template One Note.onepkg** file to a suitable destination (OneDrive or OneDrive for Business) and then double click it to open it in OneNote. You will be prompted to name the notebook; we recommend something like **Your Team Name**. Now choose a folder to save it in.



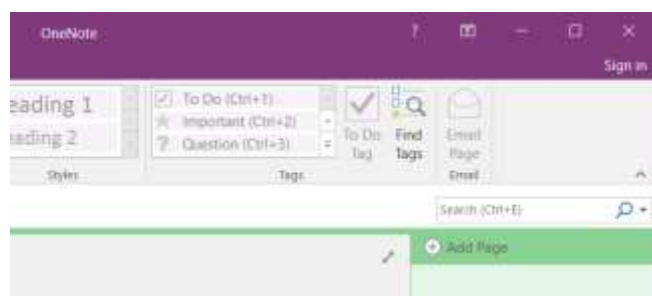
- The tab on the left hand side should now be named **'Your Team Name'**. The tabs in this panel indicate which OneNote notebook you are currently working on. After completing this instructional tutorial, you can delete any unwanted material.
- Time to **share** your project with all the members in your group. Click the **'File'** tab at the top of the page and then **'Share.'**

When sharing your OneNote notebook with team members and your teacher you will need to add them using their email address, ensuring the box to the right of the email address field says **'Can edit.'** You can include a personal message to the team



member if you'd like. You may also want to check the box requiring your team member to sign in before they can access the notebook, just to keep it secure. When you're ready, click **'Share.'** You will need to repeat this process for each team member in the group to give them all access.

**Note:** Once the notebook is uploaded to OneDrive and all group members have access to it, it can be accessed from any device connected to the internet running OneNote.





There are other features of OneNote which you will discover the more you use and explore it, but remember it is the central hub for everything relevant to your project, a blank canvas for you to store your thoughts and ideas, whilst keeping track of your project's development, a place to store all the information, documents, and links you need. So get creating, and good luck!