

# USING MICROSOFT ONENOTE



UNIVERSITY *of*  
**LOUISIANA**  
L A F A Y E T T E

**Office of  
Disability Services**

## STUDENT USES FOR MICROSOFT ONENOTE

1. ORGANIZE, SEARCH, & TAG DIGITAL NOTES
2. TAKE PICTURES DURING LECTURES AND WRITE ON THEM
3. RECORD AUDIO OF LECTURES
4. ACCESS, COLLABORATE, AND SHARE CONTENT
5. PRESENT CONTENT
6. WORK FROM ANY DEVICE ONLINE

# ACCESSING FREE MICROSOFT 360

Visit the University  
of Louisiana at  
Lafayette's [Help  
Desk Page](#)

The screenshot shows the University of Louisiana at Lafayette IT Service Desk website. The header features the university's logo and the text "UNIVERSITY OF LOUISIANA AT LAFAYETTE IT SERVICE DESK A Division of Administration and Finance". A search bar and "EXPLORE" menu are in the top right. A navigation bar includes "Get Help", "IT Services", "Policies", and "About Us". The main content area is titled "Students" and contains a paragraph: "You're a Ragin' Cajun and you represent the Ragin' Cajun spirit. You depend on technology to help you get things done. We've created this page to help you get plugged into the services [and support](#) at the University so you can perform at your peak." Below this are three columns: "Get Connected" with an image of a person at a computer and a link to "Accounts & Passwords"; "Get Services" with an image of students and a link to "ULink"; and "Get Help" with an image of a person holding a red wrench and a link to "Online Help Forms". A "Quick Links" sidebar on the right lists: "Remotely Connecting to Campus", "Office 365", "Password Help", "Online Help Forms", "Moodle Help", "Wireless Help", "Email Help", "ULink Help", "Banner Tutorials", and "Help for Students".

# ACCESSING FREE MICROSOFT 360

Scroll down the page to Personal Software and Click “Free Microsoft Office 365 Software”



**Problematic Devices**

- Problematic Devices
- Rules & Policies
- Wireless Routers for Dorms?

**LUS ConnectTV on Campus**

**Cell Phones on Campus**

**Email**

**Personal Software**

- Accessing PaperCut
- Navigating PaperCut
- Adding Credit
- Frequently Asked Questions
- Free Microsoft Office 365 Software
- Free Antivirus
- SAS JMP Pro 13
- More Free Software

**Email**

- We are available 24 hours a day, 7 days a week by phone.
- [ithelp@louisiana.edu](mailto:ithelp@louisiana.edu)

**In Person**

- Stephens Hall Room 110
- Mon - Thurs 7:30- 5:00
- Fri 7:30- 12:30

# ACCESSING FREE MICROSOFT 360

Follow the provided directions on this page.

Watch this short video for steps if you are a first time user.

**NOTE:** These instructions are intended to guide you to obtain Office365's Office Software only. No other Office365 services, such as OneNote, are being offered at this time. Support is available for Office products only.

## First Time Users

1. Visit **Office.com/GetOffice365**
2. Enter your **Campus email address** (**yourcampusid@louisiana.edu**) and click "Get Started"
3. If you are a student, choose "I'm a student"; if you are an employee, choose "I'm a teacher"  
*You will get message that says you [already have an account](#).*
4. Follow the prompts to [login](#) to Office 365 and log in with **yourcampusid@louisiana.edu** and **password** **(PDF)**



**Watch How To Video**

## Returning Users

1. Sign into **Office 365 (portal.office.com)** with **yourcampusid@louisiana.edu** and password.
2. This will take you to the installation page, where you can access your Office 365 ProPlus software.

**Learn more about Office 365 ProPlus for Students**

# ONE NOTE AT A GLANCE



## Organize

Sort content across notebooks, sections, and pages.



## Tag

Highlight can't-miss notes with Important and To-Do tags.



## Ink

Draw your thoughts and annotate your notes, using a stylus or your finger.



## Mix media

Record audio notes, insert online videos, and add files.



## Clip and save

Use the OneNote Web Clipper to save content with a single click.



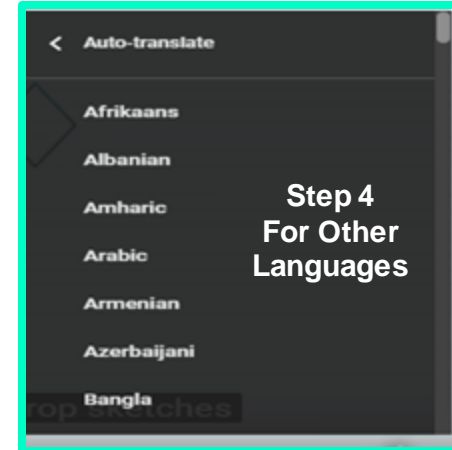
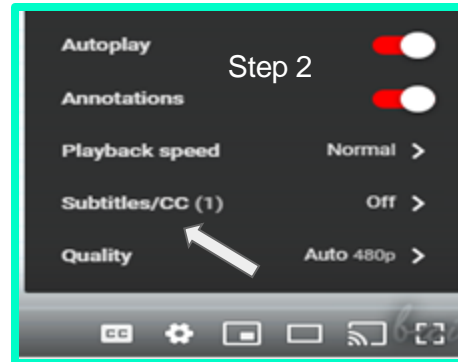
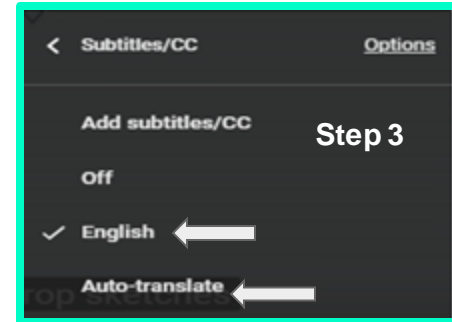
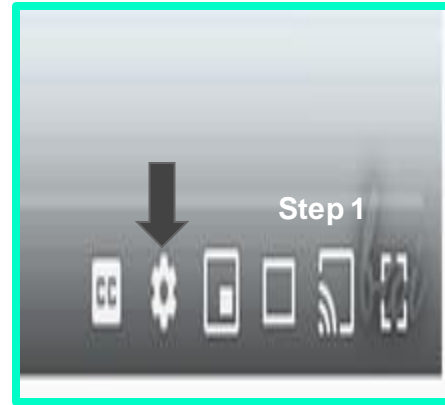
## Share

Share notebooks with coworkers, friends, and family.

# USING ONENOTE



Viewers needing closed captioning can turn it on by: making the video full screen and clicking the settings in the lower right hand corner.



# LEARN TO DO EVEN MORE WITH ONENOTE

[7 Tips to Get More Out of OneNote](#): Check this out for tips on using this in class. You really want to watch this one if you are currently taking a Math class!

[OneNote for iPad Tutorial - With Tips and Tricks](#)

[OneNote and Google Drive on the iPad](#)

[Save emails to OneNote](#)

[A Short Overview of Microsoft Immersive Reader](#)