

# Microsoft OneNote Tutorial (For Windows 10)

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

## Step 1: Getting OneNote

Obtain a Microsoft 365 Account

Visit <http://www.purdue.edu/hello365/> for instructions

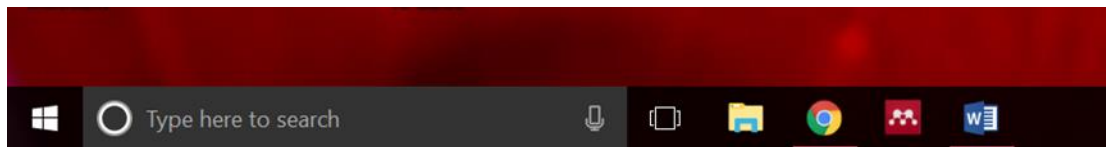
Install OneNote from Office365

Visit <https://portal.office.com/Home>

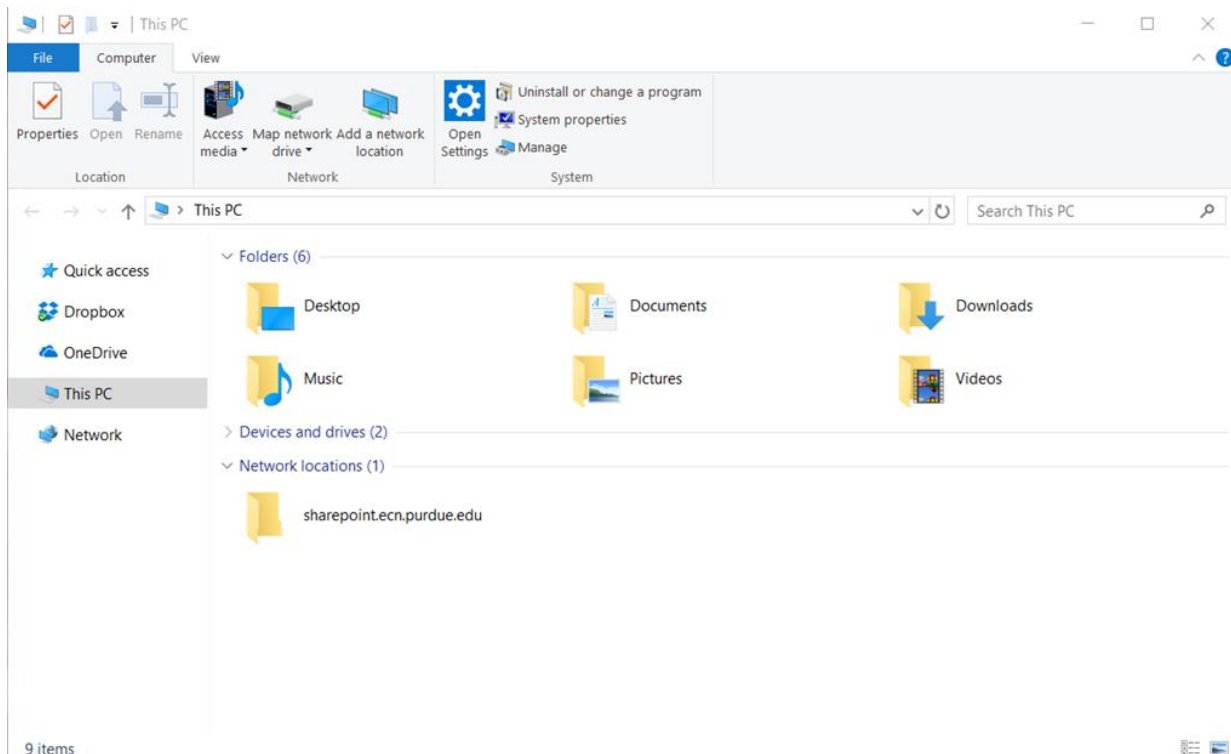
Click to install OneNote and follow the prompts

## Step 2: Mapping SharePoint to A Windows Device

1. Open the File Explorer application on the Windows Desktop

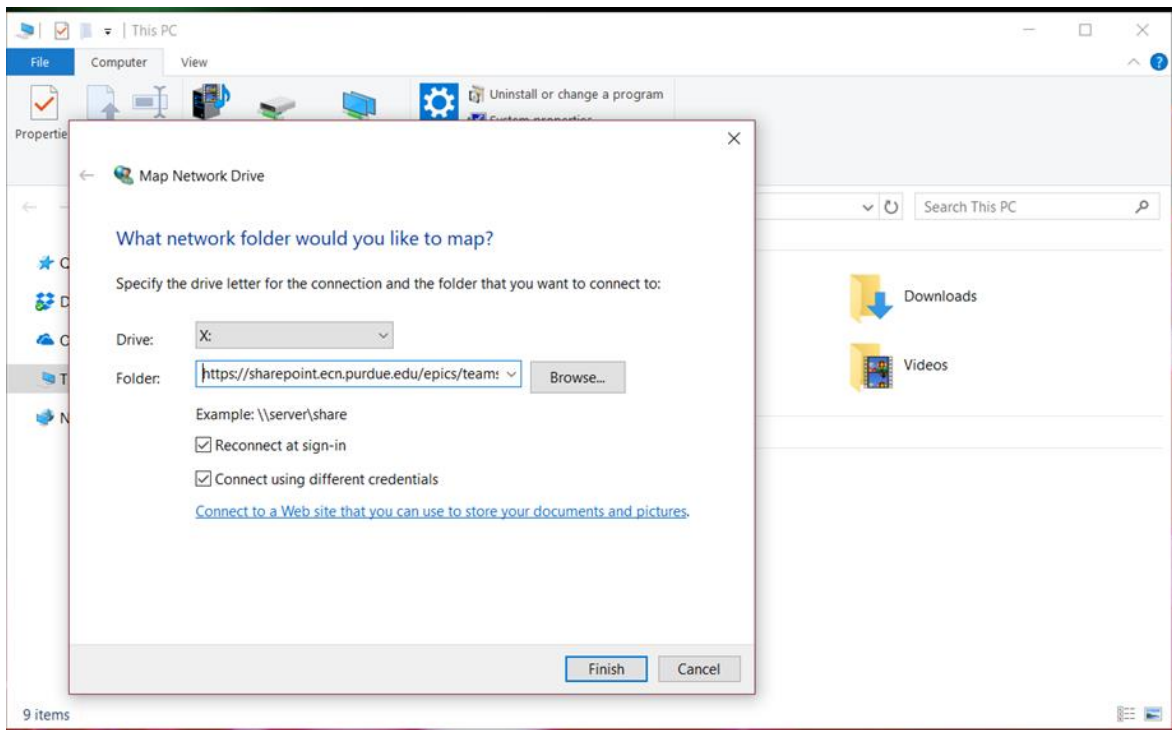
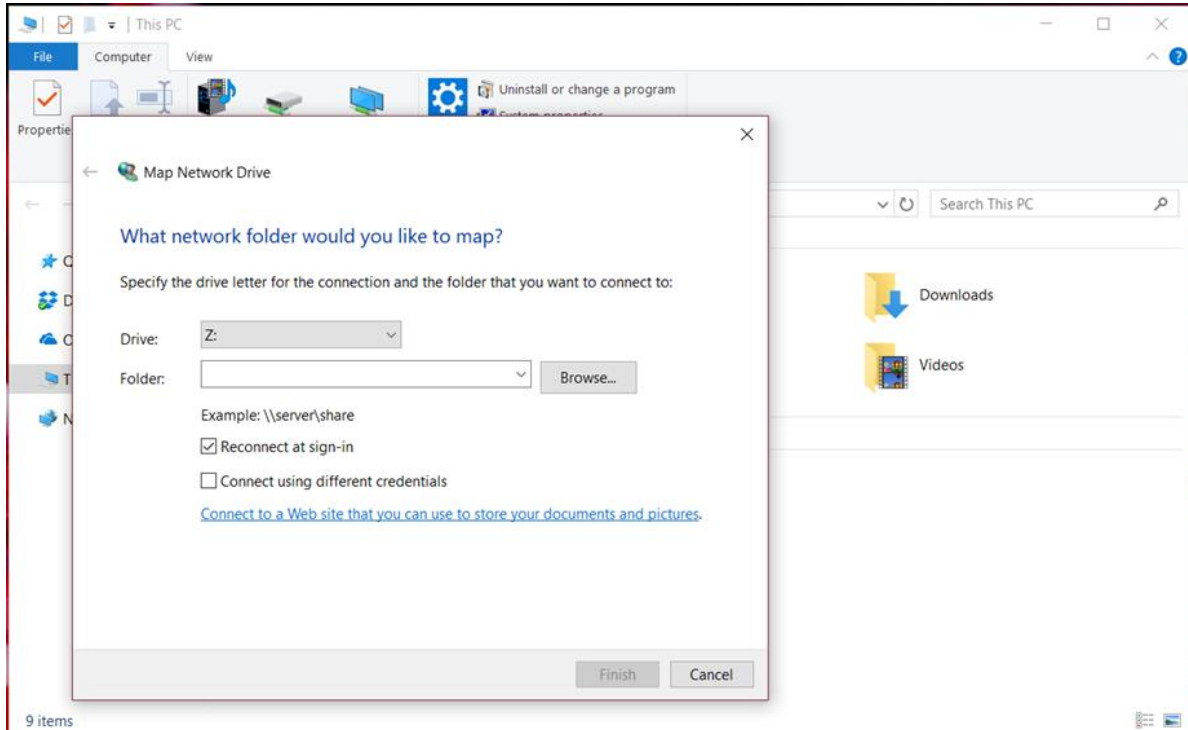


2. Click "Map network drive" in the dialog box



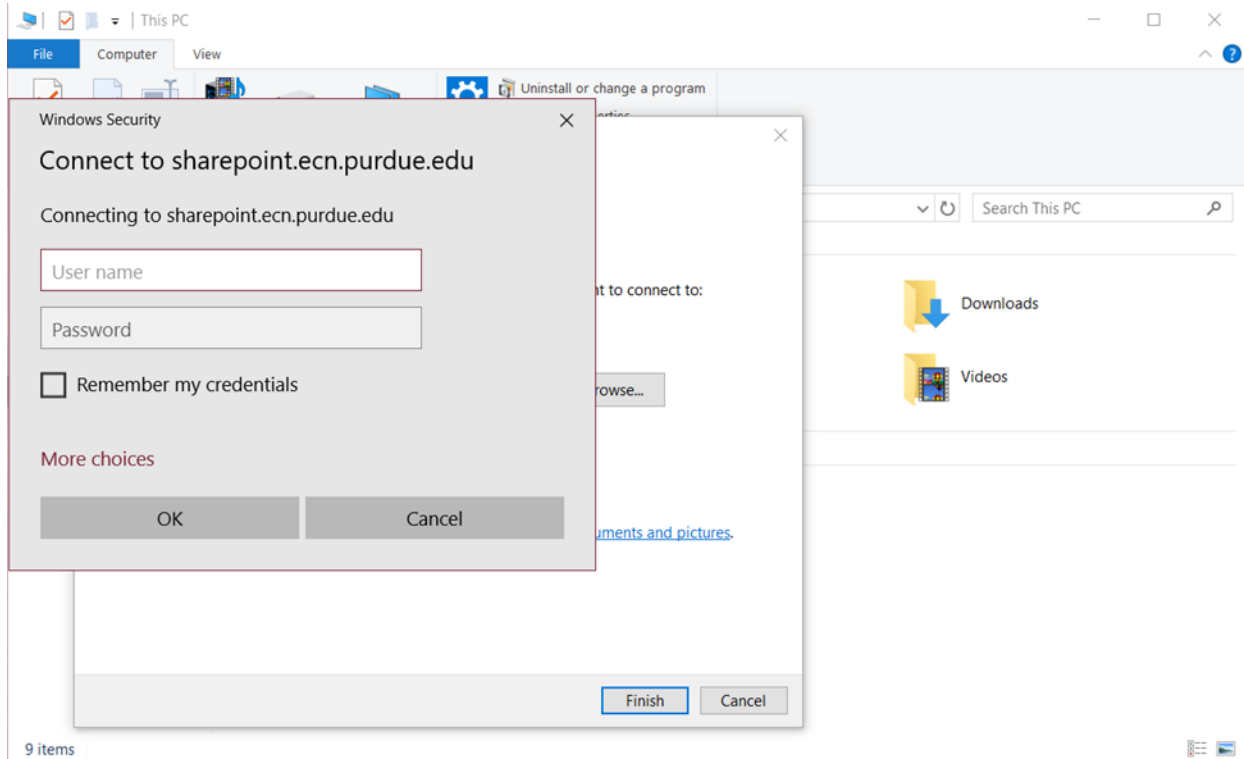
3. Select any available Drive, then paste the following URL into the box labeled “Folder”
- <https://sharepoint.ecn.purdue.edu/epics/teams/>

Ensure that both “Reconnect at sign-in” and “Connect using different credentials” are enabled, then click “Finish”.

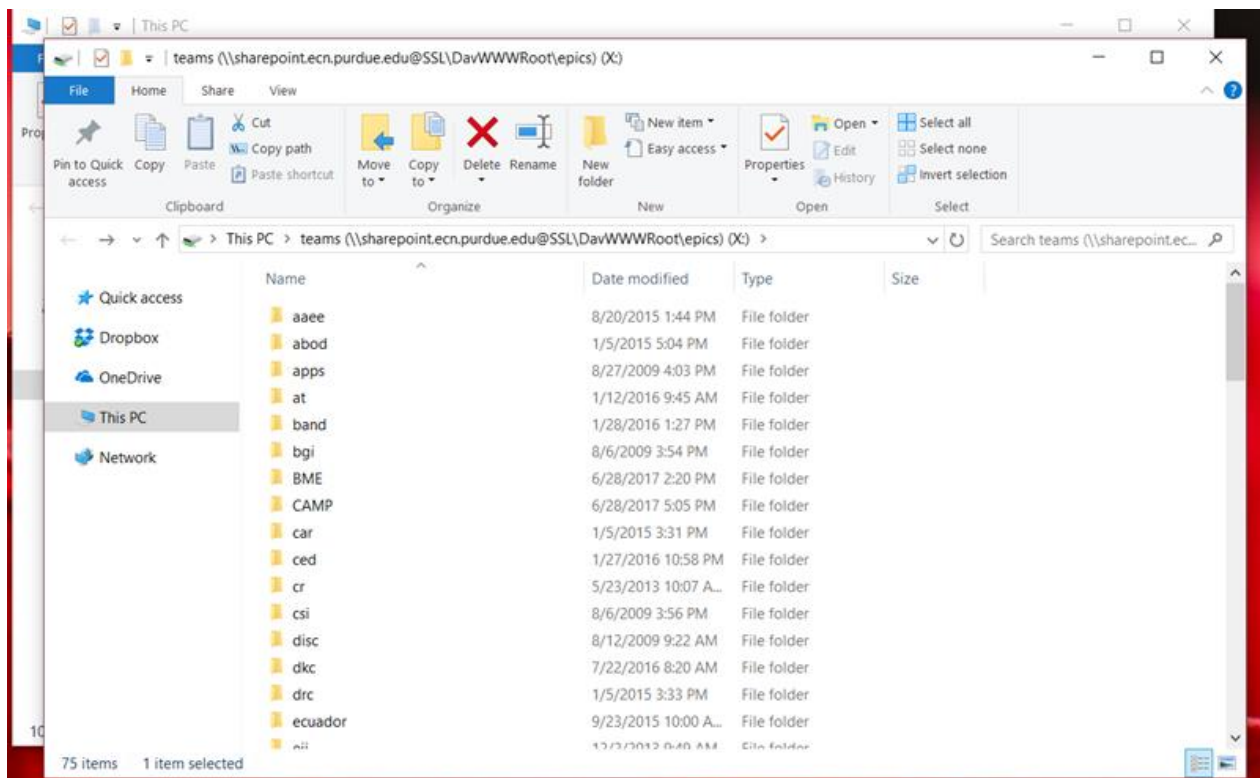


4. Enter your Purdue career account credentials, except provide your user name in the following format: onepurdue\USERNAME

\*Note – If you are already logged in with another account, select “More choices”, then click “Add another account”.



The SharePoint folders for each EPICS Team will now be mapped to your computer.



5. Find your corresponding Team's folder and follow the links until you find the desired OneNote notebook. Open the desired notebook, and make any necessary changes. All changes will now be synced to Sharepoint.