

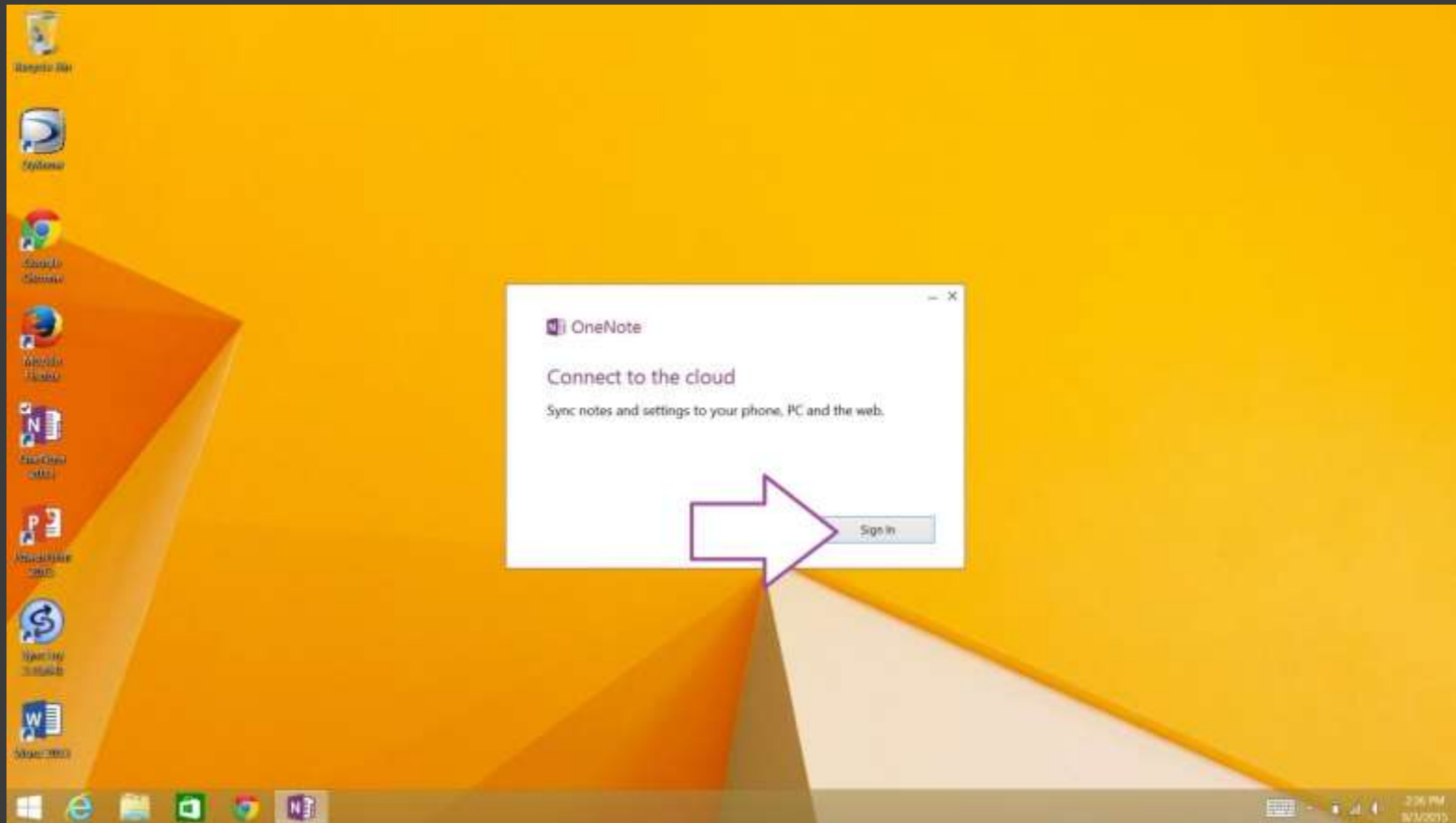
# Microsoft Office OneNote 2013



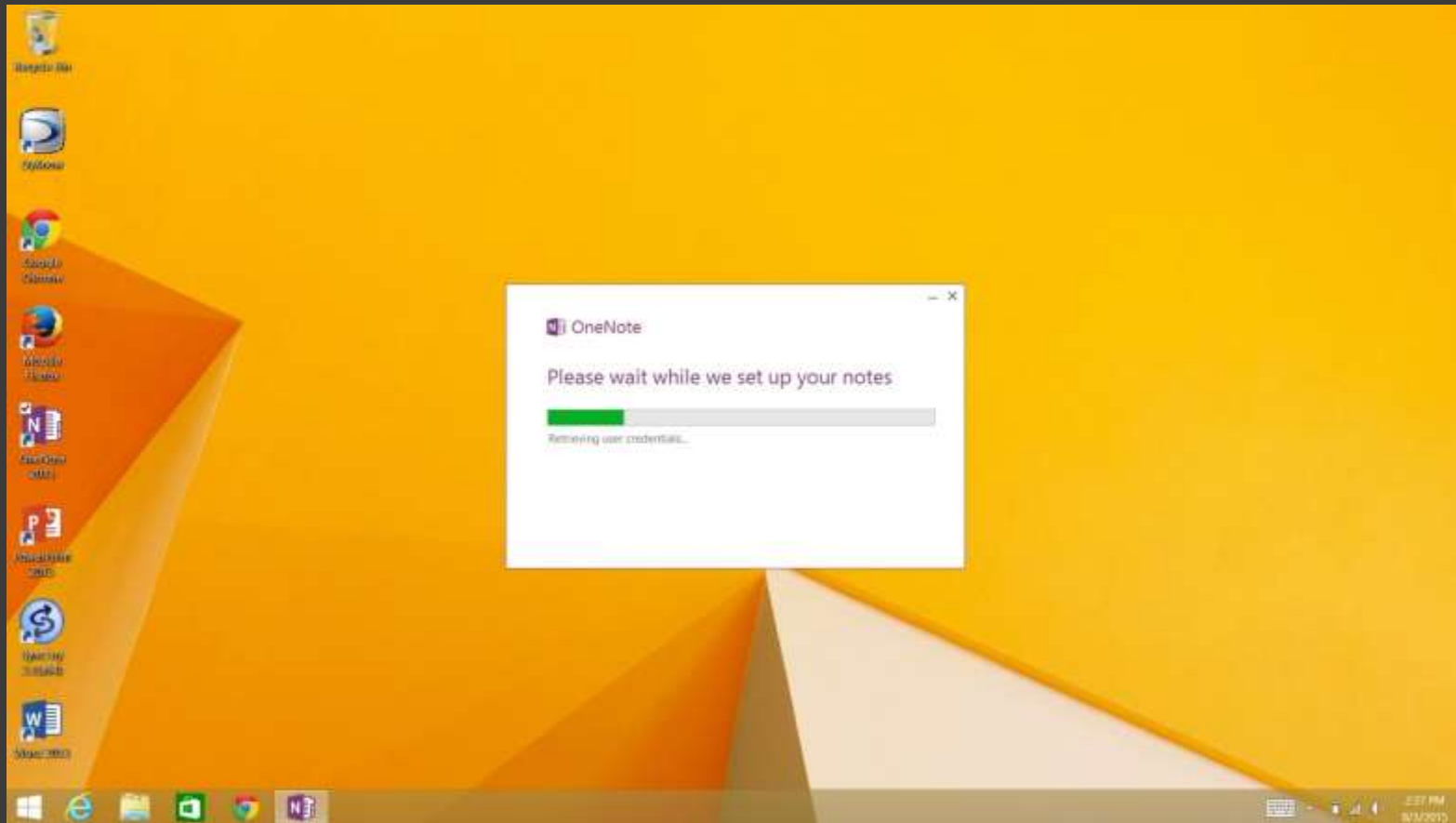
# Linking your OneDrive Account

- ◎ With OneNote 2013, you are able to create Notebooks directly to your OneDrive
- ◎ In order for you to access or save notebooks on your OneDrive, you need to first connect your OneDrive account.
- ◎ Even though OneDrive maybe connected to your PC, you may still need to sign into OneDrive through OneNote in order to access/save notebooks

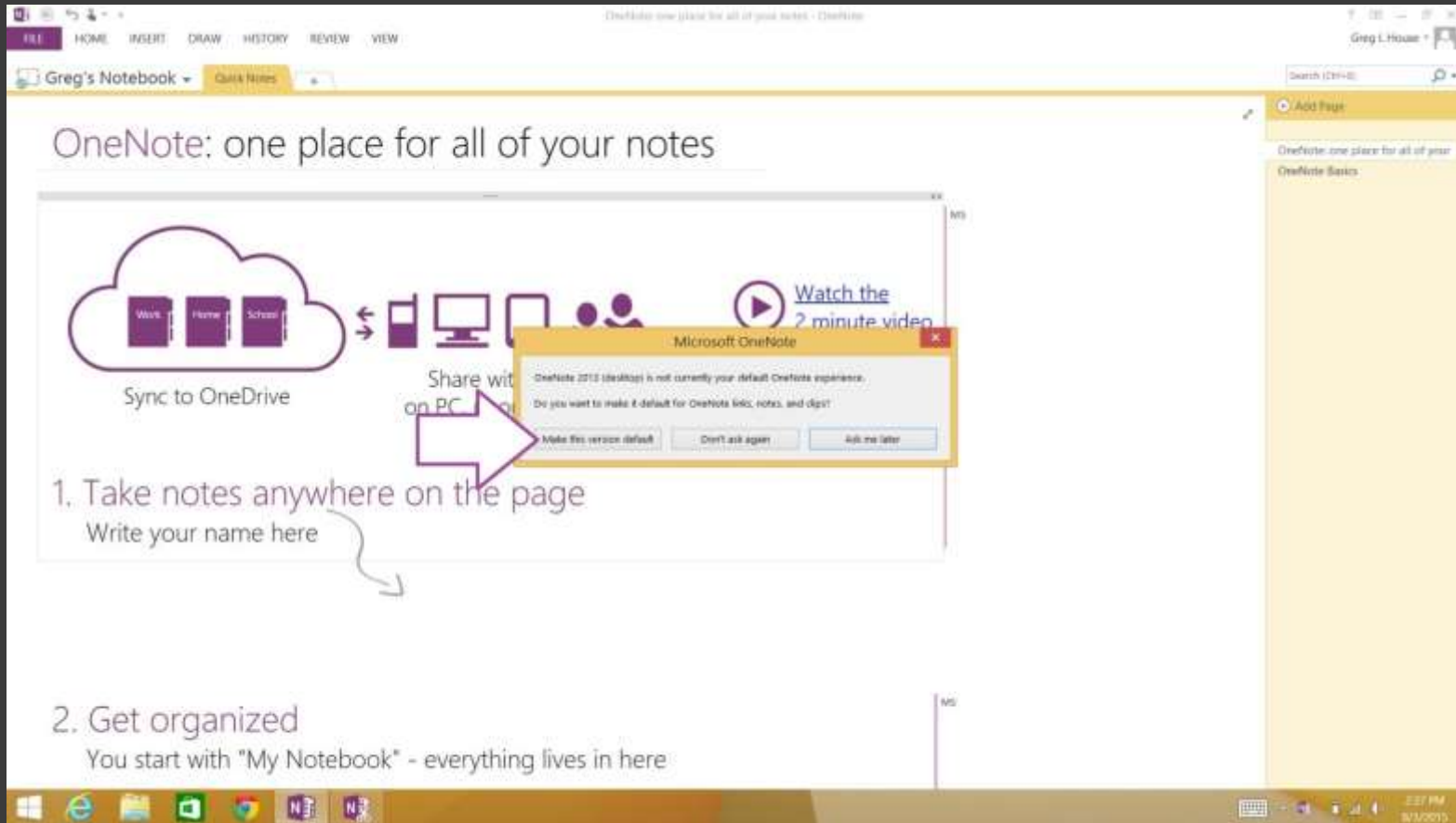
# When you open OneNote for the first time select “Sign In”



# OneNote will begin accessing your account



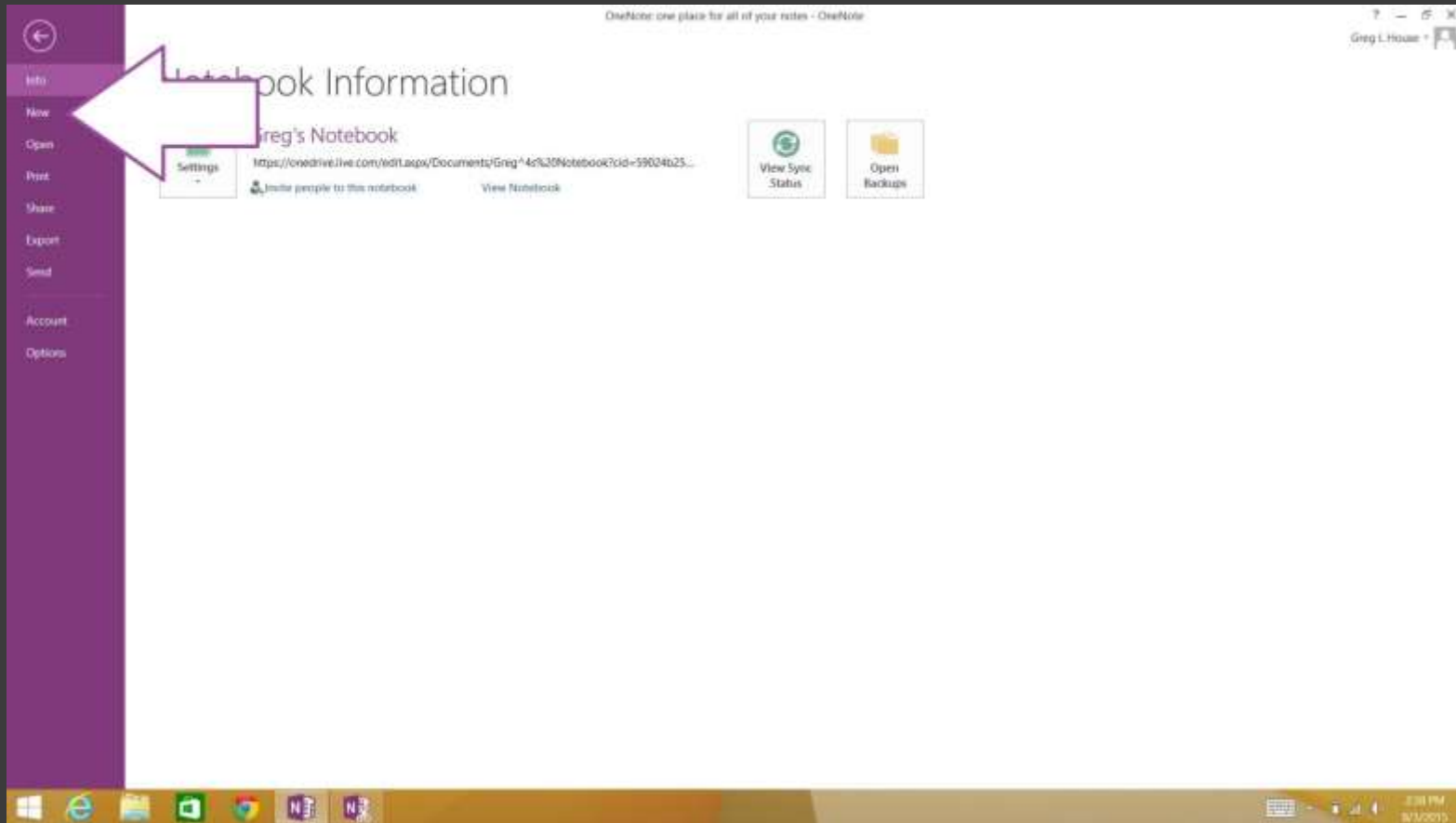
Once OneNote opens, if the default program box displays, select “Make this version default”



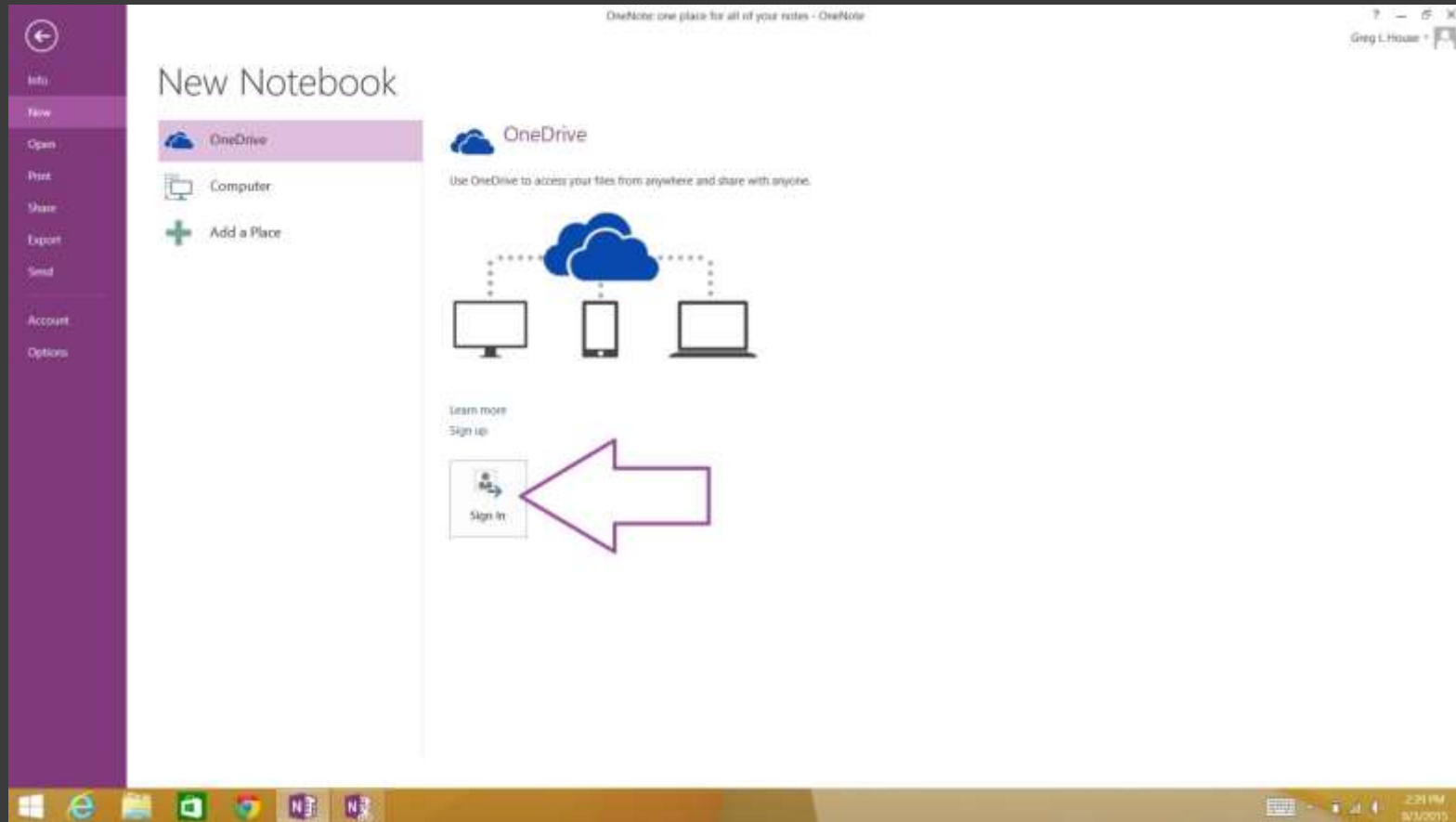
# Linking your OneDrive account:

-Go to “File” in the upper left corner

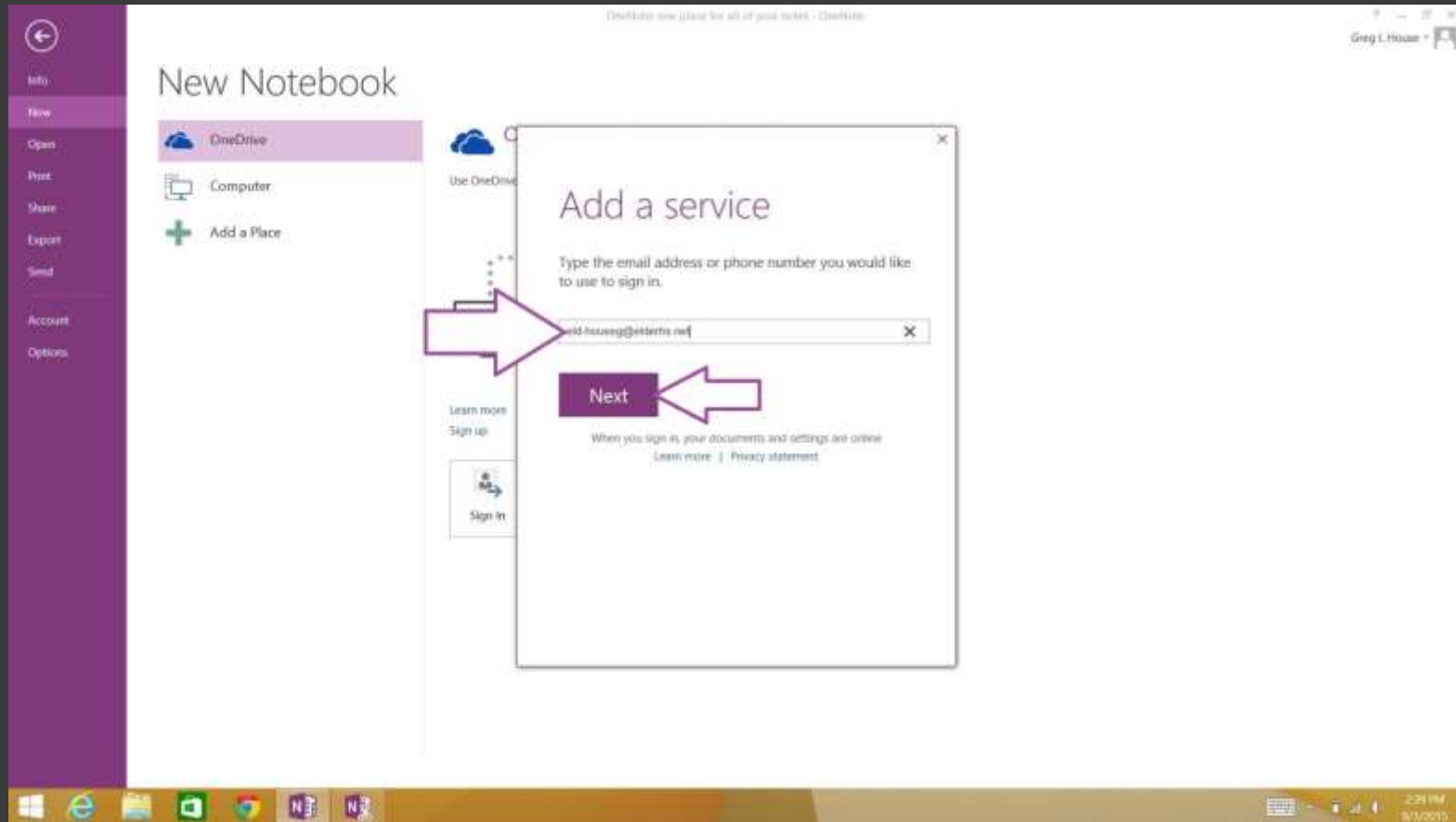
-Select “New”



# Under OneDrive select “Sign In”

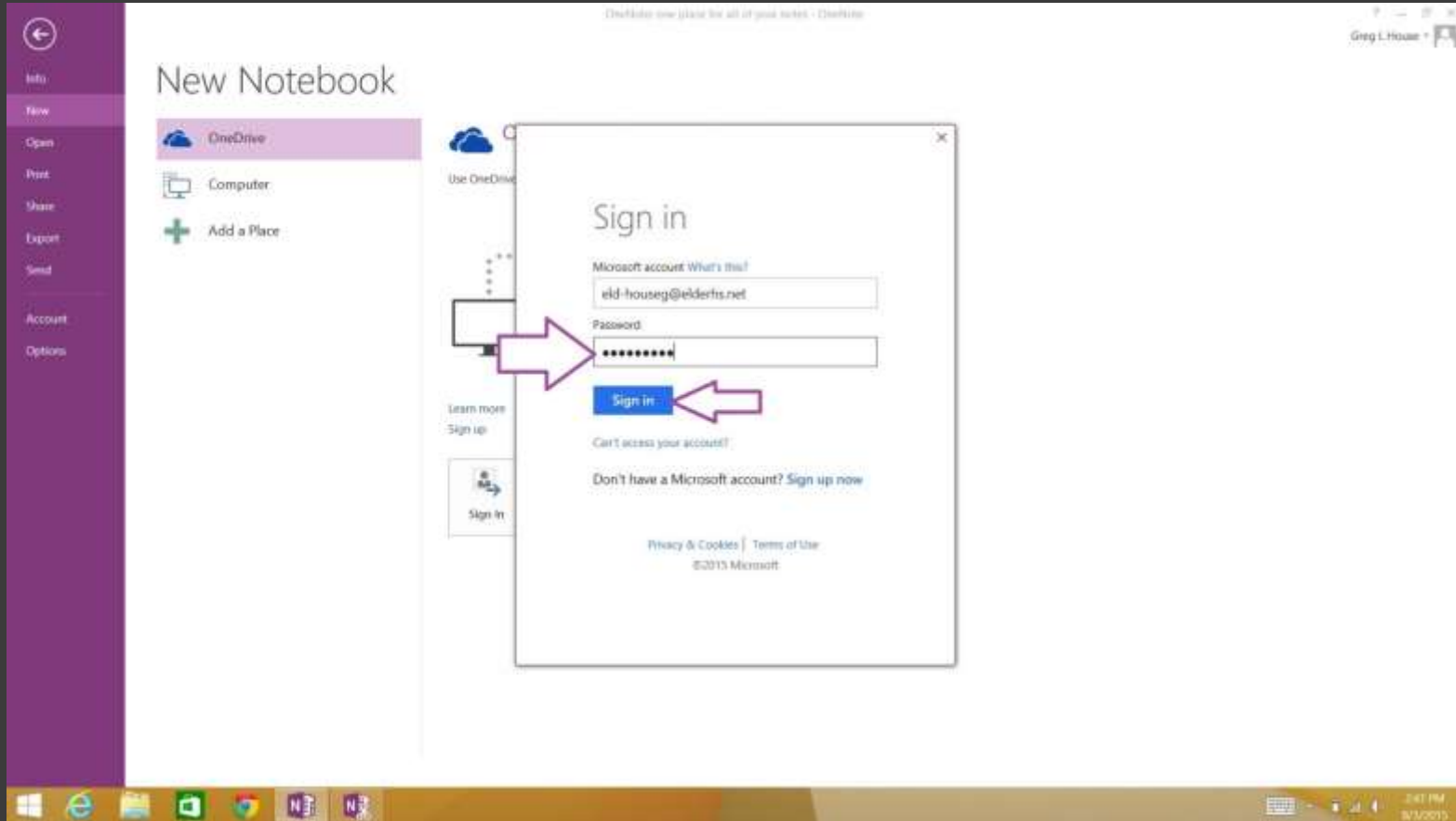


Enter your Elder email address  
([eld-lastfm@elderhs.net](mailto:eld-lastfm@elderhs.net)) and select “Next”





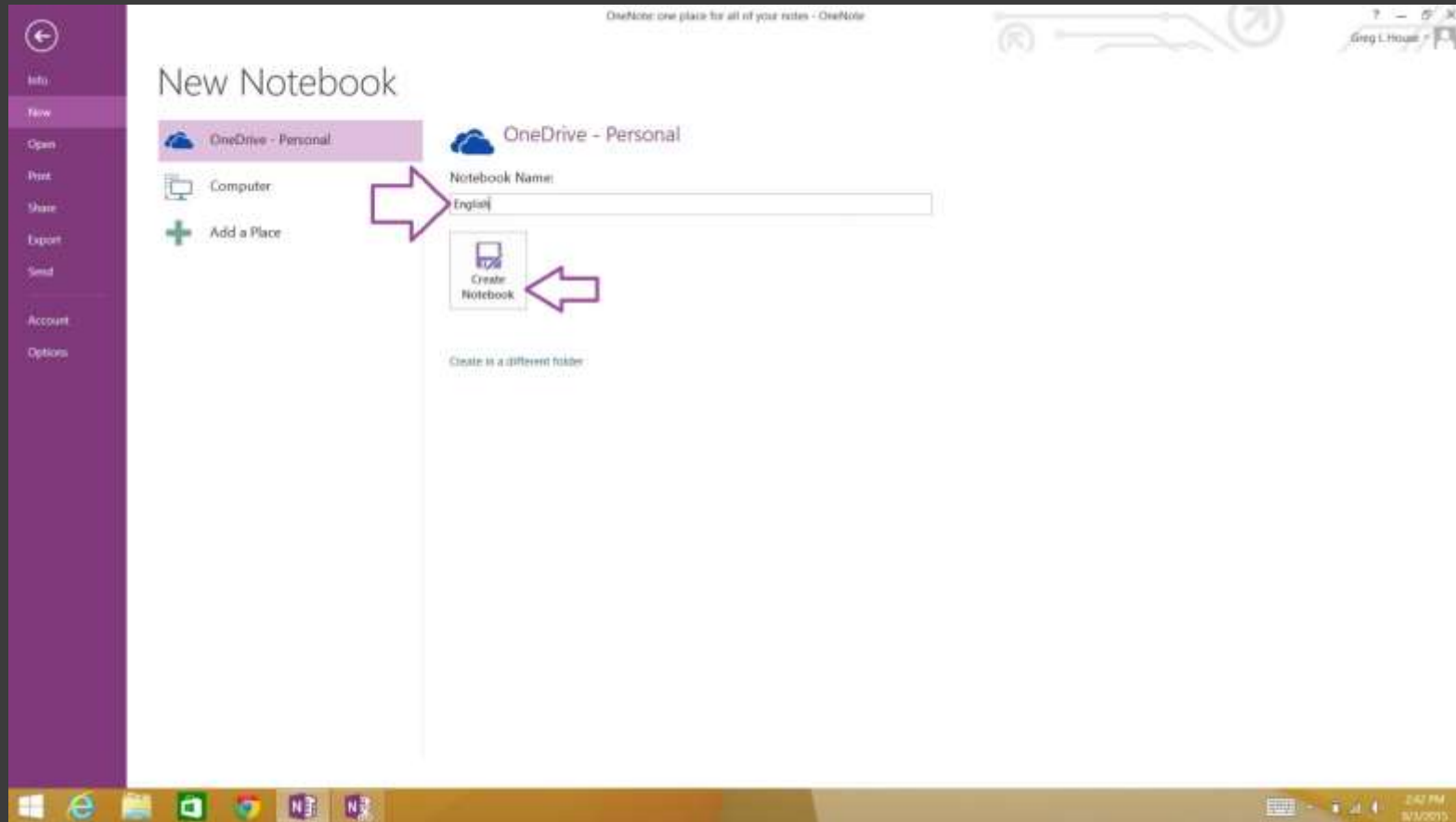
# Enter your OneDrive password and select “Next”



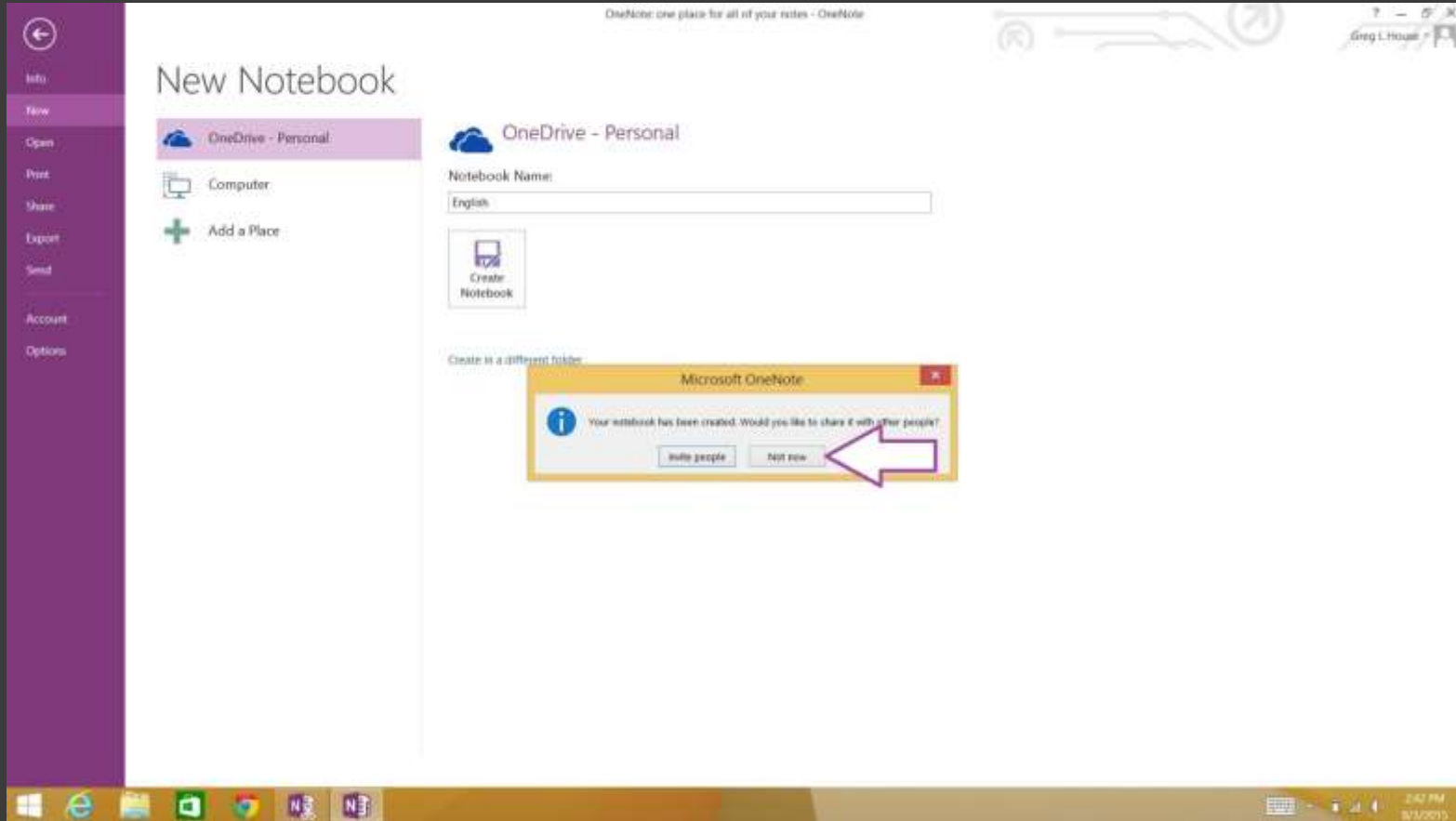
Once you have connected your account, you can begin creating notebooks on your OneDrive.

Enter a name for the notebook which you would like to create..

Then click “Create Notebook”



OneNote will ask if you would like to share this newly created notebook with others, select “Not Now”



OneNote will then take you to your new notebook saved on your OneDrive

