

Accessing OneNote from Personal Computers

1. First, students need to make sure their

OneDrive has synced on their school tablets. If their OneDrive is synced, you will notice a blue cloud on the bottom right



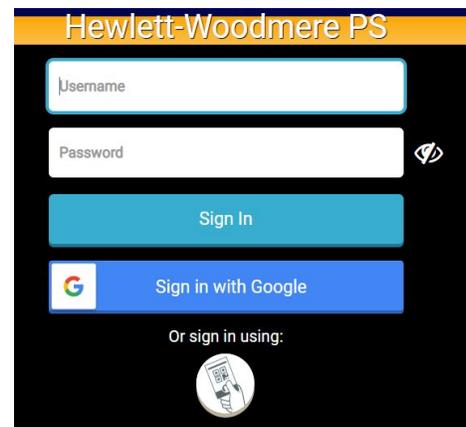
section of the taskbar. If the cloud is gray with a line through it, the files are not syncing from the desktop to the cloud and students will not be able to access their documents from a personal computer. Students need to sign in to OneDrive with their @hewlett-woodmere.net email address in order to start the syncing process. If students run into issues with syncing their files, they should go to the IT Department (Room 212) during a free period.

2. Once files are synced, students have two options to access OneNote on their personal computers. Students should use Classlink for both options. To access Classlink, students can go to the following link

<https://launchpad.classlink.com/hwps> or they

can go through hewlett-woodmere.net under

"Parents and Students Directory." They will need to use their school credentials to log in to Classlink.

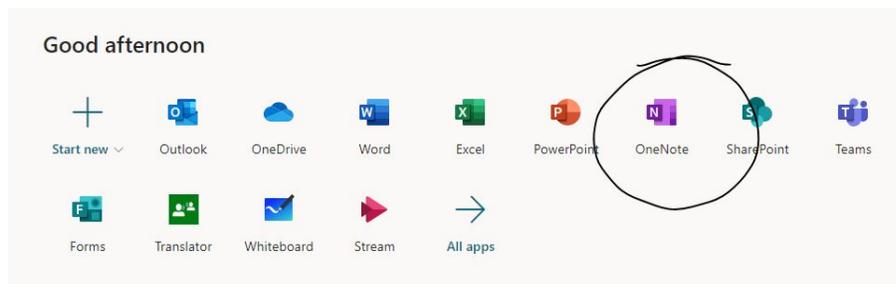




Option 1: Access OneNote via Office 365

Once signed in to Classlink, click on the Office 365 icon. Students should then click on the OneNote application to open up the online version of OneNote. This will bring them to the list of the notebooks available to them.

*Students will be able to see all of their documents as long as their OneDrive is synced.



Option 2: Access OneNote via Citrix

Once signed in to Classlink, click on the Citrix icon. If students have not accessed Citrix via Classlink before, they *might* have to first download the receiver.

Citrix allows students to access their school network drives without being on the district network. From here, students should click the windows icon and search for OneNote.

Here they will choose either OneNote or OneNote 2016 (based on what version they have been using in class).

*Students can access all of their class notebooks from Citrix, as long as it they are choosing the app that they use in class.

