

Microsoft Onenote

Onenote is a note-taking software offered by Microsoft. OneNote can be used for making notes and organizing them in different notebooks. They can also be synchronized between different devices. Sound, pictures, video, and even spreadsheet formulas can be pasted in the notes.



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Instructions

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How to get Onenote



Signing in

Regardless of how you use it, sign in to this application and other Microsoft cloud services as [userID@metropolia.fi](#) (not [firstname.lastname@metropolia.fi](#)). Read more about the [different forms of username](#) and how to sign in to [cloud services](#).

Use directly in your browser

- You can access your files stored in Word directly from your web browser at <https://www.office.com/launch/onenote>
- Log in with your Metropolia username in the form [userID@metropolia.fi](#) (see also the more detailed instructions for [logging in to the cloud](#)).

Use the Windows application

- Access the application on a Windows computer managed by Metropolia or on your own computer.
- On computers managed by Metropolia, such as workstations, Microsoft Office desktop software is pre-installed. If necessary, you can change the version of the desktop software using [the help](#).

Use the Mac app

- Metropolia Mac digi spaces: See [Facilities](#) Choose a location Computers subheading.
- On Metropolia staff Mac computers, the application is pre-installed.
- For your own computer, download and install the application using [the help](#).

Use the mobile app

- Download the mobile app from your phone's app store.

Targets of use

- preparing of the study module
- thesis
- searching of information
- preparing of project

Terms of Service

The application belongs to the authorized work and study tools in Metropolia.

Metropolia students and staff members use the service with their Metropolia accounts. [Links to guides.](#)

User support is provided by the Metropolia IT Services [Helpdesk](#). The user is responsible for backing up the files they store in cloud services. More information: [Saving Files](#)

[Terms of Service](#) of Metropolia cloud services must be applied by each user.

[Secure use of cloud services.](#)