Using Microsoft OneNote on an iPad with Cloud Services
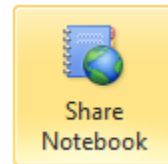## February 9, 2012

Note: Division of Finance users **must not** store or transmit University data that is considered Mission Critical, Confidential, or Sensitive to cloud services. Data stored on cloud services is not maintained or backed up by IT Services. All exclusions must be in accordance with SAP 29.01.99.M1.27.

A limitation of using OneNote with Cloud Services is that it requires you to create a Microsoft Live account. You are responsible for creating and maintain this Cloud Services account. Do not include any personally identifiably information while creating this account. The Division of Finance IT Services are not responsible for providing support for this account.

1. Step one in using Microsoft One note for iPad is to download & install the app from the Apple App Store on the iPad. http://itunes.apple.com/us/app/microsoft-onenote-for-ipad/id478105721?mt=8

2. On your desktop PC or in your iPad's web browser, go to: to create a free Microsoft Windows Live account. https://signup.live.com/signup.aspx?lic=1

3. On your PC from within OneNote, go to File then Share to set up your OneNote sharing settings on your PC. Once there, select the notebook you wish to share. Share the notebook on the web using Windows Live Sky Drive. Be sure to push the "Share Notebook" button after selecting the notebook to share.

   You will be prompted to log on to your SkyDrive with the account you just created.

4. Finally, on the iPad, open Microsoft OneNote. You will be prompted to enter in your Windows Live credentials. Once the apps syncs with your account, you will be able to access your OneNote notes from either your desktop PC or your iPad.

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