



Working with the OneNote Staff Notebook

Microsoft's OneNote is a generalized notetaking and organization solution. Their Staff Notebook is a specific implementation of OneNote built for collaboration groups. Its focus on maintaining both shared and protected resources within a single document makes it useful for tracking and preserving progress, resources, and to-do items within a team. If you can view and prefer a multimedia version of this information, there is a Microsoft created walkthrough of same functionality and more located at [Collaborating with the OneNote Staff Notebook for Education](#).

Creating a Staff Notebook via Office 365

1. Log in to Office 365 (same process as accessing your web mail, either directly or via mygsc.gulfcoast.edu).
2. Once logged in, access the list of Microsoft Services (series of nine dots in the upper right-hand corner of most Office 365 screens).
3. From the resulting list of Apps, if you don't see Staff Notebook (which you most likely will not the first time you try this), click "All Apps". Scroll down to the option "Staff Notebook" and select it.
4. The resulting wizard will walk you through the various ways you might work with the Staff Notebook. For now, we'll choose the first option and complete the creation of our Notebook. Click on "Create a Staff Notebook".
5. The next screen will prompt you for a name. Enter a name, being careful to make it unique. Click next.
6. The next screen of the wizard simply familiarizes you with the document that you just created. Read it, and then click next to add additional "Owners" to your Notebook.
7. An "Owner" of a Notebook has access to all sections of the Notebook. Consider these your co-managers of this Notebook. Once you've added your co-owners (if any), then click next.
8. The next screen works the same, but this one adds Staff members. Each staff member gets their own personal space, access to shared resources, and read-only access to the protected areas of the notebook. Click next when done adding Staff members.
9. This is another "what did we just do" screen. It lists the resources that were added for each staff member you just added. Click next when done reading.
10. This is also a review screen... if you are happy with the options, click next to create the notebook.
11. Once the notebook has been created, it will send a notification email to all Owners and Staff you added above (including yourself) with a link to access the new notebook. There are also alternative ways of accessing your notebook that we'll go into below!



Granting Access to Staff

While you will most likely add most of your staff during the initial creation wizard, if you missed someone, the “Add or Remove Staff Members” wizard makes this process easy. Follow these steps:

1. Repeat steps 1 through 3 above to get back to the Staff Notebook wizards page.
2. Choose the “Add or Remove Staff Members” wizard.
3. Choose the Staff Notebook you wish to alter (if you have more than one that you own, there will be several choices in the list). Selecting a Notebook will move to the next step.
4. In a similar manner as in step 8 above, choose the staff member(s) you need to add and when done, click next.
5. This is a screen confirming that you’re done. If your satisfied that you’ve added all the staff, click “Update”. This will make the changes and notify the staff members you added.

Making a Staff Member an Owner

If you later need to add a co-owner to the notebook, the “Add or Remove Notebook Co-Owners” wizard will step you through the process.

1. Repeat steps 1 through 3 above to get back to the Staff Notebook wizards page.
2. Choose the “Add or Remove Staff Members” wizard.
3. Choose the Staff Notebook you wish to alter (if you have more than one that you own, there will be several choices in the list). Selecting a Notebook will move to the next step.
4. Choose the users you want to make your co-owner(s) for the selected Notebook. Interestingly, users who are already staff cannot be added in this manner. (Note: Microsoft has stated that you must remove a staff member if you want to make them a co-owner. While they suggest that this “theoretically” won’t cause the user to lose their data, they also recommend you back the notebook up, just in case. [Changing from a Member to co-Owner on Staff Notebook](#)). Click next when done.
5. This is a screen confirming that you’re done. If your satisfied that you’ve added all the new co-owners, click “Update”. This will make the changes and notify the people you added.



Accessing Notebooks Once Created

There are several ways to return to a notebook once it has been created. Here are a few options:

1. As above, you can access available Staff Notebooks from the Staff Notebooks wizards page.
2. Similarly, you can go to your OneDrive through the Office 365 app launcher, and all you assigned Staff Notebooks will be available in a folder labeled as such.
3. You can also access your assigned notebooks from OneNote. Also accessed from the app launcher, all Staff and Class notebooks are varieties of One Note documents. The best bet is usually to look in your “My Notebooks” tab that is available when you launch OneNote.