

How to Sign In to OneNote for Windows

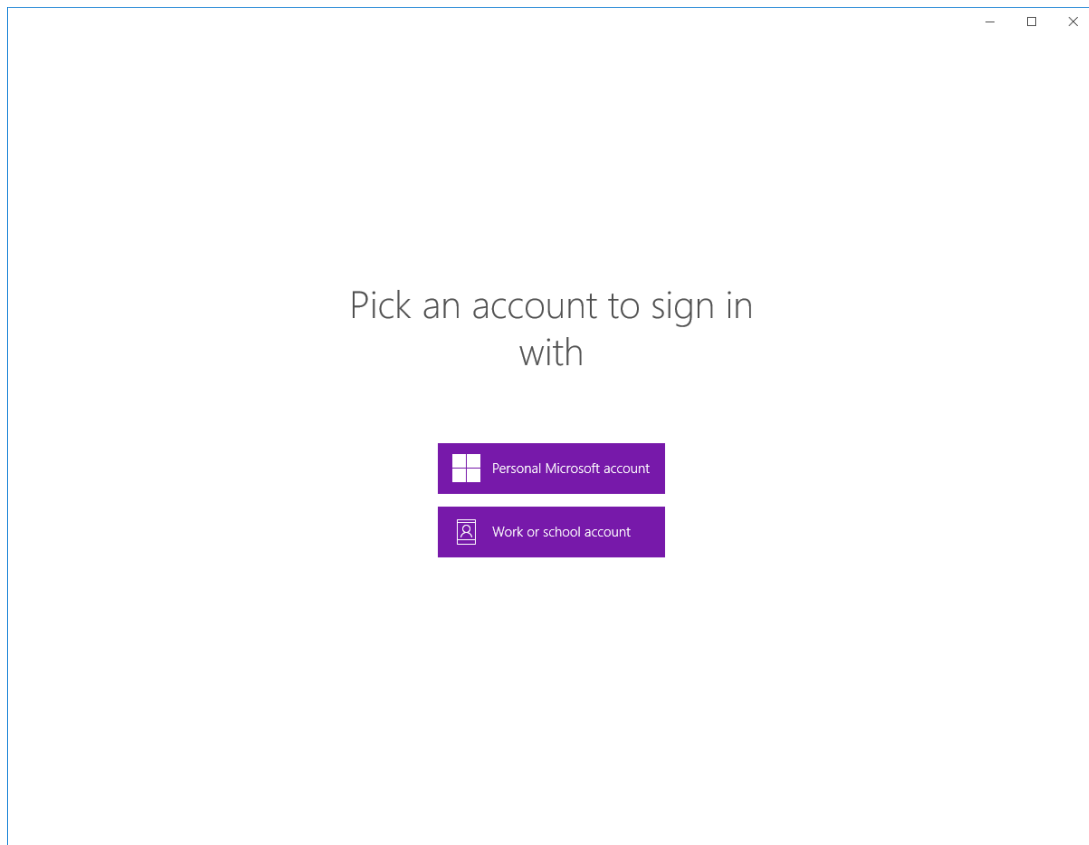
David Raco - 2025-04-23 - Comments (0) - Office 365

The new OneNote for Windows requires you to sign in with your school account before you can begin using it to create or open OneNote files. This article will show you how to log in.

Step 1 - Launch OneNote

You can also double click a .one OneNote file to open it with OneNote.

Step 2 -Select "Work or School Account"



Step 3 - Enter your SOU email address

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Let's get you signed in

Work or school account

 ×

Step 4 - Log in with your SOU credentials

inside SOU

SOU Shibboleth Login Services

Username

Password

Login

Need Help?

- > Forgot your password?
- > For help with password resets or login issues, contact the IT Help Desk at [541-552-6900](tel:541-552-6900) or helpdesk@sou.edu.

You will have a choice to log in to all Office apps in the next step, or you can elect to just authenticate to OneNote.

If you have trouble, please call the IT Helpdesk at 541-552-6900.