

# How to Create a Digital BreakoutEDU Using Office 365 & OneNote

1. Login to your Office 365 account.

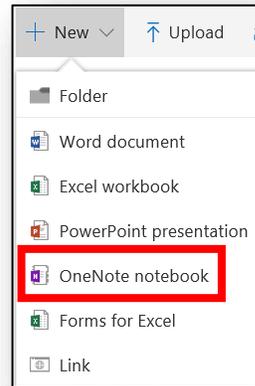
2. Click on OneDrive.



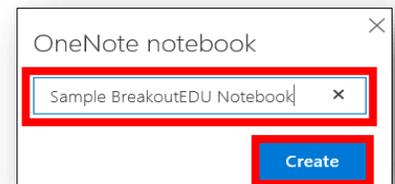
3. Click New.



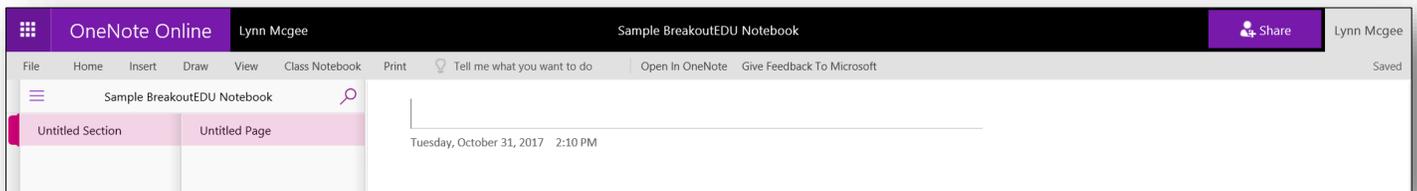
4. Choose OneNote from the drop down menu.



5. Type the name of your notebook in the window and click create.

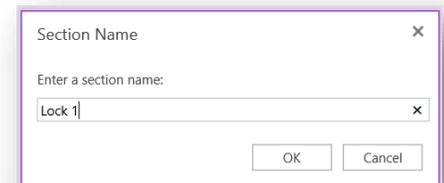


6. Your new notebook will be created and will open in OneNote Online.



7. Right Click on "Untitled Section" on the left side and choose Rename to give your section a name (Example: Lock 1 or Puzzle 1).

8. To add additional sections, click  at the bottom left of your screen.

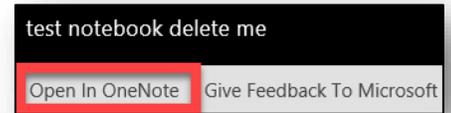


9. Continue adding and naming sections as needed.

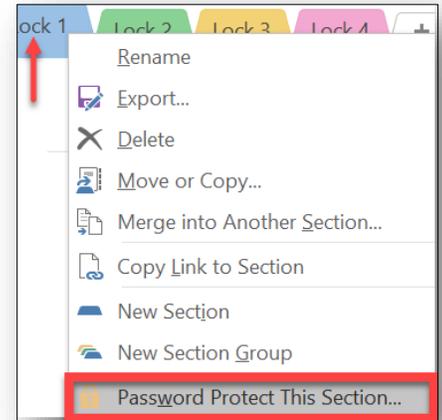
Now that you have multiple sections, you can add your content/puzzles/information on a page for each section. You may post text, link a video, etc. for your students to solve and get an answer that they will eventually use to unlock the next "lock" (the next section).



10. At this point, you need to transition from OneNote Online to the full version of OneNote installed on your computer (It is likely OneNote 2016). To do this, click Open in OneNote at the top under the name of the notebook.



11. Now that your content/puzzles/information is on the page in each section, you need to “lock” the sections. To “lock” a section right click on the section tab and choose Password Protect This Section. The password for the section should be the solution/answer to the puzzle or task on the previous section.



PLEASE NOTE: There will not be a previous section for the 1<sup>st</sup> section so you will need to either keep the first section unlocked OR give them the password to the first section to get them started.

## Sharing a BreakoutEDU Built in OneNote

1. Access your OneNote notebook via Office 365 → Notebooks
2. Click Share in the top right corner of your screen.
3. Choose anyone and uncheck Allow Editing. Click Apply.
4. Select “copy link”
5. Now you have the sharing link to post or create a QR code so students/staff can access the BreakoutEDU in your OneNote.

