Uploading PDFs to OneDrive and using OrbitNote PDF

Reader in Chrome in Office 365

Make sure the OrbitNote Extension is installed





- 1. Open school or district website in the Google Chrome Browser.
- 2. Select Office 365 (top right) Office 365

3. Click	OneDrive	OneDrive
	↑ Upload ∨	
	Files	
4. Click	Folder	Upload > Files

- 5. Navigate to where you saved the PDF you want to upload
- 6. Click the file you want to upload and click Open

7.	2019-20 Gr4 CR Live with Cover.pdf	
7.	2019-20 Gr7 CR Live with Cover.pdf	
7.	Alice`s_adventures_in_Wonderland-Chapter_1_PDF_(adapted).pdf	
	ARCBC update profile instructions.docx	
¢	August 28th, 2019 Inclusion Session	
w 1	Available equipment.docx	
٢	Checklist BT LTMS.bm2	
7.	Checklist BT LTMS.pdf	
ne:	2019-20 Gr4 CR Live with Cover.pdf ~	All Files (*.*)
		Open

7. Once the file is uploaded to OneDrive click on the 3 vertical dots Open > Open in Browser

		Open	> Open in browser		
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8. Once the file is open click on the OrbitNote Icon Open with OrbitNote (on the left)



9. You may be prompted to sign in with either Google or Microsoft.

Select **Sign in with Microsoft** then sign in with your Office 365 account:



*OrbitNote toolbar will open ready to use with the accessible PDF Document



MORE Information

For more information about this tool go to the online OrbitNote in Chrome with Office 365 help site <u>https://support.texthelp.com/help/using-the-texthelp-pdf-reader-inchrome-with-office-365</u>

For information on how to use the features in OrbitNote in Chrome with Office 365 watch these videos

<u>Texthelp - YouTube</u>