



Travel Entrepreneur's Companion

Welcome to TEC, the Travel Entrepreneur's Companion!

TEC contains 7 individual notebooks:

- Product and Suppliers
- Destinations
- Accommodation
- Cruise
- Tramada
- Marketing
- General

**Access:**

TEC is stored on Microsoft OneNote. Your TEC account will be accessible through the email address that is connected to your Microsoft 365 for Business account. You will need your applicable email address and current Microsoft password to get started.

**How to start by accessing TEC on your PC or Mac:**

For each Notebook, you will receive a separate email with a link to open it. The Notebook will open in your default web browser (for example Chrome). Please ensure to always keep these emails handy. TEC is best viewed through the OneNote for Windows 10 App or Mac App, so once you've opened the Notebooks in your web browser, please follow the below instructions.

**OneNote apps for your Windows desktop or laptop:**

Start off by ensuring that you've signed into your Microsoft Business account in the OneNote for Windows 10 App. You should see your name at the top right of the screen. Once you've opened your Notebooks from the email links, please click *Open in Desktop App* at the top of each one (to the right of *Help*). You will then have all 7 Notebooks stored together in the app, which is the optimal way to use TEC.

You may find that your PC or laptop has 2 versions of OneNote - one is simply called *OneNote* and comes pre-installed with Windows 10. The other is *OneNote for Windows 10*, which comes with Microsoft Office 365. *OneNote for Windows 10* is the ideal format and layout for TEC.

**OneNote Mac app:**

Ensure that you have downloaded the OneNote app from the App Store onto your Mac, and signed into your Microsoft Business account. You should see your initials at the bottom left of the screen. After opening each Notebook from the email link to your web browser, click on *Open in Desktop App* at the top (to the right of *Help*) on each Notebook, to access them all together on the app.

**How to access TEC on your iPhone, iPad and Android device:**

You can also log into TEC on your iPhone app, iPad app and Android device app. You will find limitations such as not being able to expand margins to read section and page names.

*For iPhone and iPad: Download the OneNote app from the iOS App Store and log in to your Microsoft 365 for Business account.*

*For Android: Download the OneNote app from the Google Play Store on any compatible Android phone or tablet capable of running Android 5.0 or later, and log in to your Microsoft 365 for Business account.*

Once the app has been downloaded and you have logged into your Microsoft account in the app, return to the email and open the link on your phone or device, as you did for the PC access. Then follow the prompts to view the Notebook on the OneNote app.

These steps need to be completed for all Notebooks by opening the 7 emails on each device. Once the Notebooks have been added to the apps by following the above steps, they will remain there each time you open the OneNote app on your phone or device.

### **Navigating the different Notebooks:**

On your PC or Mac apps: To change between Notebooks, click on the Notebook name to return to the list of Notebooks.

On your phone or device: The app will open on the last page you viewed. To return to the Notebook section menu, click the back arrow on the top left. Click the back arrow once again to return to your list of Notebooks.

### **Searching Notebooks:**

App versions: OneNote's search function will quickly search all Notebooks. For example, type Cinque Terre from any Notebook and you will find recommended hotel options in the Accommodation Notebook and a comparison of the 5 villages in the Destination Notebook.

Web version: OneNote's search function will only search within the Notebook that you are currently in.

Here is where you will find the search icon:

Web version, *OneNote for Windows 10* app and Mac app: On the left, towards the top.

*OneNote* app: Top right.

iPhone, iPad, Android app: Bottom of the screen.

### **Refreshing content:**

Apps: The content will automatically update regularly through the app versions of OneNote, and the Notebooks will always stay open.

Web Browser: You may keep the Notebooks always open. After a period of inactivity, you will be prompted to refresh your session. All modifications that have recently been made to that Notebook will be updated on your end each time you refresh your session. You will need to return to the emails to relaunch each Notebook if you close them.

### **For Technical Support:**

If you have any technical issues, you can use the Get Help app in Windows 10, or contact [Microsoft Support](#)