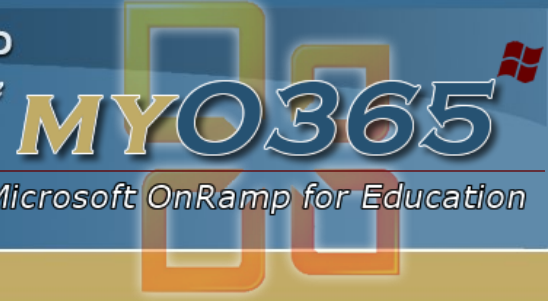




LIMESTONE DISTRICT SCHOOL BOARD

Our Students, Our Future

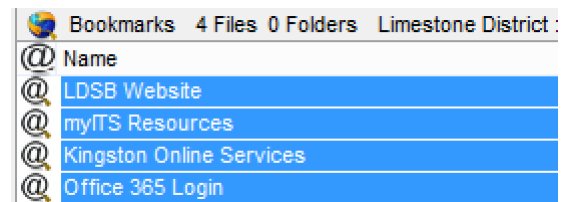
Teacher Instructions



Copy Your FirstClass Bookmarks to OneNote

You can quickly copy your Bookmarked Internet Links from FirstClass to OneNote so you can use them in the future:

1. Open your bookmarks in FirstClass and Select All
2. Click on File and Save As
3. Save the file to the Desktop
4. Open the file you just saved
5. Select All and Copy



70	LDSB Website	http://www.limestone.on.ca
70	myITS Resources	http://myits.limestone.on.ca
70	Kingston Online Services	http://www.kos.net
70	Office 365 Login	http://myo365.limestone.on.ca

6. Open OneNote to a Blank Page
7. Click on an empty spot in the page
8. Paste the Links
9. Don't forget to rename the page so you can quickly find these links later.

70	LDSB Website	http://www.limestone.on.ca
70	<u>myITS Resources</u>	http://myits.limestone.on.ca
70	Kingston Online Services	http://www.kos.net
70	Office 365 Login	http://myo365.limestone.on.ca

<http://MyITS.limestone.on.ca>

<http://helpdesk.limestone.on.ca>

Information Technology Services

Note: If you have saved your bookmarks in folders you will need to perform this process on each folder separately,