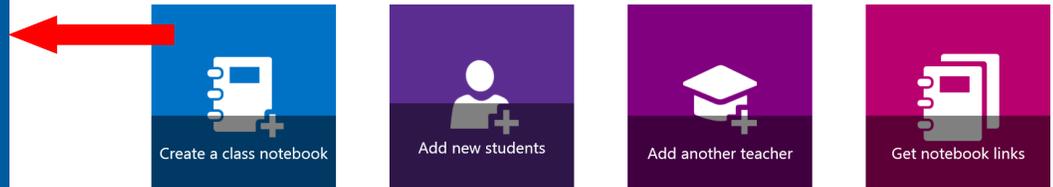


Microsoft OneNote Class Notebook

1. Log into your Microsoft 0365 account.
2. Go to the app launcher and click on on My Apps. 
3. Hover over the Class NoteBook icon and click on the elipses to “pin to the app launcher”. Do not use the older OneNote Class Notebook Creator app. 
4. Click on the Class NoteBook and from here, you can create your class, add a teacher to share a class notebook with, add your students and retrieve your already created books. 



- 1 Add Notebook Name
- 2 Notebook Overview
- 3 Add Another Teacher
- 4 Add Student Names
- 5 Design Student Spaces
- 6 Preview
- 7 Done



5. Within your notebook, you will have a collaboration space that all students can access, a content library for course material, and a private student space for each student.

6. Accessing the notebook:

Students will receive an Outlook email to link them to the Class Notebook. They will also find it in their OneDrive “Shared With Me” folder.

Teachers can retrieve their notebook from the “get notebook link” or look in the “Class Notebooks folder in their OneDrive.



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

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

Information Technology Services



OneNote Class Notebook



1. Log into your Microsoft 0365 account by going to myits.limestone.on.ca. Click on the MyO365 login at the very top of the page.
2. There are 2 places you can find the link to your notebook:



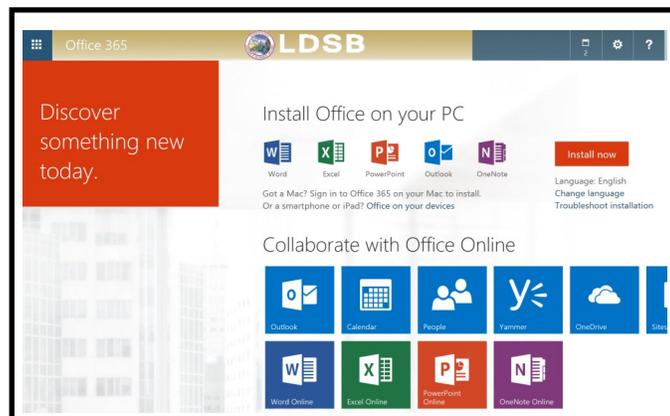
Go to Outlook email and open the message with the notebook link from your teacher

OR



Open your OneDrive for Business. Look in the 'shared with me' folder and find the notebook from your teacher.

3. Once you open your notebook, you will have a **collaborative space** (everyone in your class has access to the same workspace), a **content library** (where your teacher will add course material), and your own **private folder** that only you and your teacher can read and edit.



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

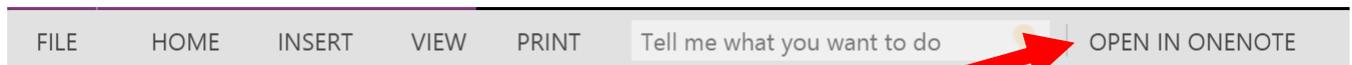


Uploading from a Mobile Device to OneNote Notebook

1) Make sure the OneNote app is installed on your device.



2) Open your OneDrive for Business from your Browser. Find the Notebook you would like to upload to and open it. It will open in OneNote online.



3) Click on the Open in OneNote. This will open the app. To access other notebooks you have created, click on the  which will show all books that have been synced to the app.

Two ways to upload photos:

1) You can upload from the OneNote book on the iPad if you click on Insert. From here,



choose camera (to take a picture) or pictures (to pull from the camera roll).

2) OR...Go to photos on the iPad.  Choose the photo you wish to upload and click on the upload icon.

Select the **OneNote** icon and choose the **location** where you would like to send it. If the OneNote icon is not visible, click on the elipses  and turn on the OneNote feature.