

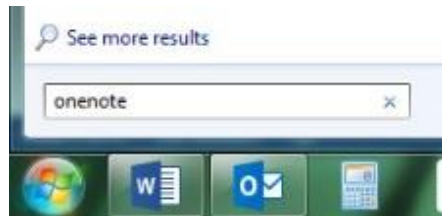


Today you will be using OneNote and setting up a notebook that we will all be using for English 3 this school year. Because of the homework assignment I posted a couple weeks ago, you all should be slightly familiar with the program. I am betting that most of you are brand new to using OneNote, and that's okay. I am going to walk you through getting things set up step by step, so follow along and you will be just fine.

1. Begin by opening the OneNote 2013 program.



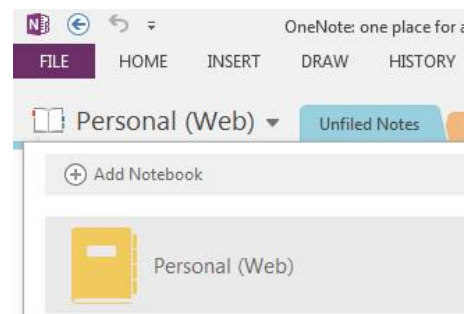
If the logo is not on your desktop, click on the start button and type in "onenote" and select OneNote 2013.



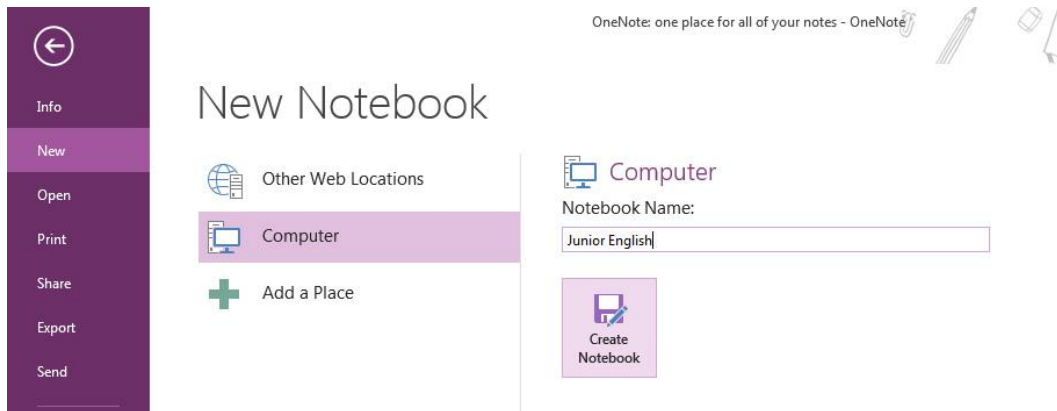
2. When the program is loaded, you will need to log into it in order to use it properly. You will be using either your school email address or your own personal Microsoft account. Either works, and I don't care which you use. If you look in the top right corner of the screen, you should see where to log in. If someone else's account is already showing up for some off reason, then click on the person's name and select "switch account" to sign yourself in.

Now that you are signed in, whatever you do with OneNote is automatically saved and will be synced with OneNote however/wherever you access it. If you have the app on your phone, check it out later on and see that everything we do this period will be there on your phone. (Assuming you use the same e-mail address to connect to the app as you are using right now on the computer.)

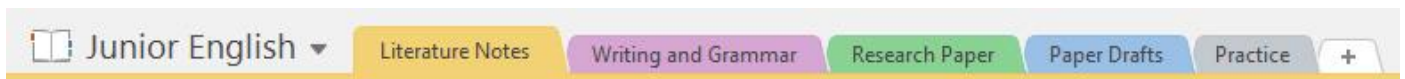
3. By default, OneNote opens in a notebook called "Personal". We are going to leave this alone. If you are curious and want to start using OneNote for other things, feel free to mess around with the Personal notebook on your own time. Today we are going to create a new notebook that will be used for this class. So, at the top left of your screen, click on the little arrow beside "Personal (Web)" and then click on "Add Notebook" to create a new one.



4. Where it says “Notebook Name” you will type: Junior English. Then click on “Create Notebook” to make it official.



5. POW—here’s your new notebook. Let’s get it filled with a few different tabbed sections. You start off with a boring “New Section 1” at the top of your page. Right click on the tab and select “Rename” to, obviously, give the tab a name. Name the tab “Literature Notes”. Now, we are going to add four more sections. To do so, simply click on the little + sign to create a new section. You need to have a total of five tabs named: Literature Notes, Writing and Grammar, Research Paper, Paper Drafts, and Practice.
6. All of us are going to have the same colors for these tabs. To set a new color for a tab, simply, right click on the tab, go to “Section Color”, and then select the color you want. Your tabs should be: Yellow, Purple, Green, Blue, and Silver. This is what your tabs should look exactly like:



7. Now you need to get the notebook ready to share with Mr. Tucker. Everything else in your OneNote will remain private, but the notebook you just created will be accessible by your teacher after you share it. Yes, that means Mr. Tucker can look through the notebook (but nothing else) whenever needed. There is a reason for this that will be explained to you later. Anyway, to share, right click where it says “Junior English” and select “Share This Notebook”. After that, select “Get a Sharing Link”. Make sure you go to “Edit Link” and then click on the “Create Link” button.

Edit Link

Anyone with an edit link can edit this document

Create Link

8. Now, copy the link to email it to the following address: sendtotucker@outlook.com In the subject field of the message, type this period number and your last name. Type your first and last name below the link you paste in the email. Then, send it.