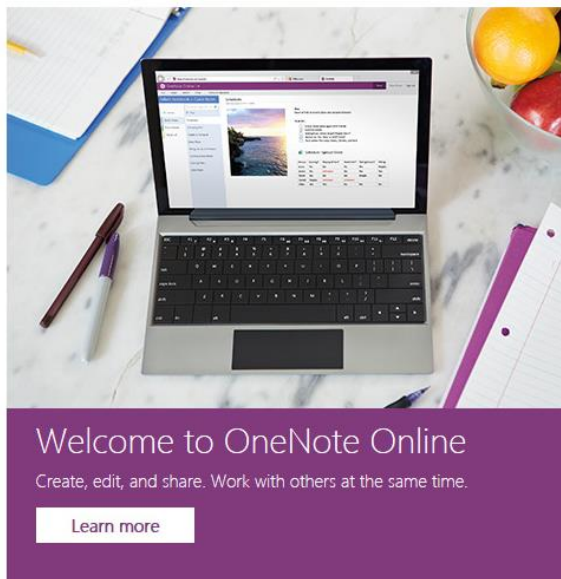


1. To access OneNote online, simply type in [www.onenote.com](http://www.onenote.com)

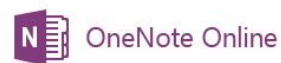


At the top right of the web page, click on Sign In.

2. Now you are at the login screen. You need to enter with your personal Microsoft account and NOT your school account! This is important.



Type in your password and then click Sign In.



Microsoft account What's this?

Keep me signed in

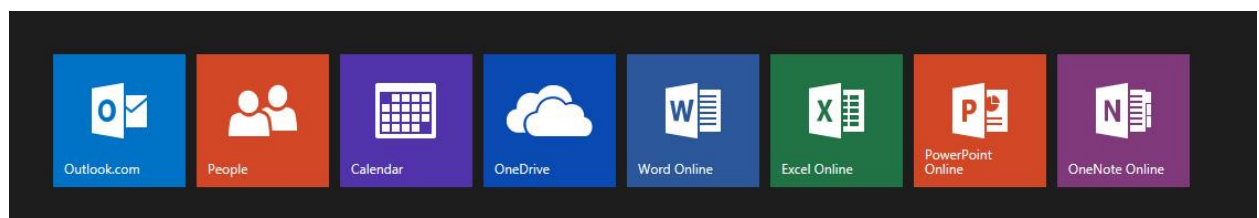
Sign in

Can't access your account?

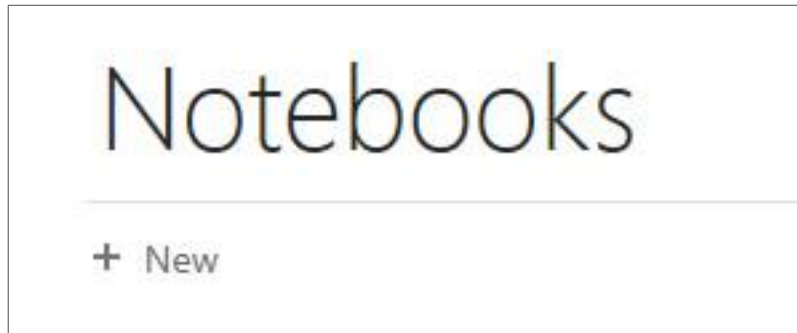
Sign in with a single-use code

Don't have a Microsoft account? Sign up now

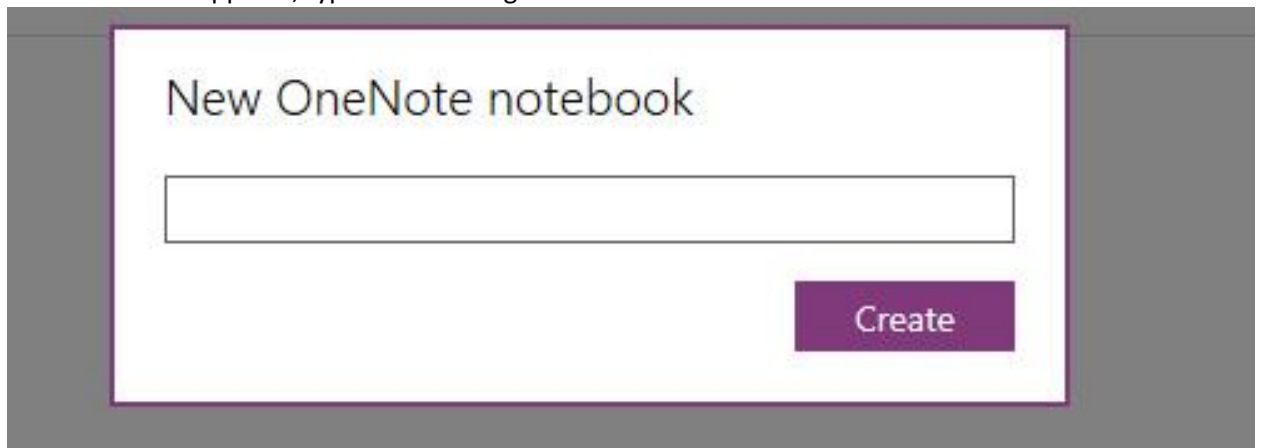
3. If for some reason you are taken to OneDrive after you log in instead of directly to OneNote, here's all you do. Click on the little drop down arrow in the top left of the screen where it says OneDrive . Then, a colorful icon bar will appear. On it, obviously, you will click on the OneNote tile.



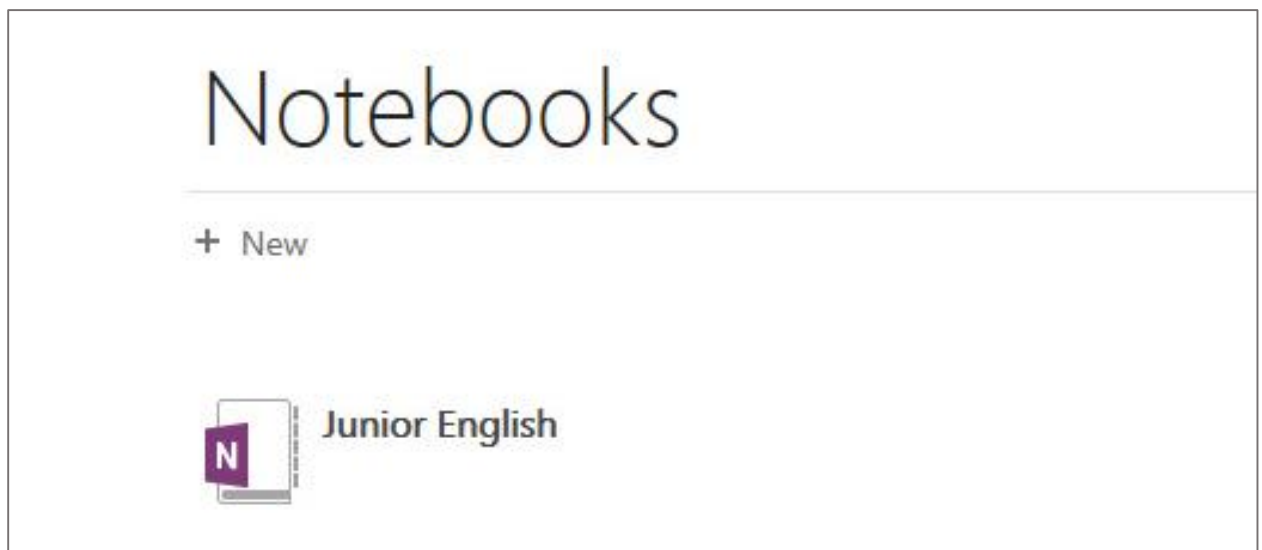
- Now you are faced with the Notebooks directory. You need to create one, so, you guessed it, click on the little plus sign where it says New to get started with a new notebook.



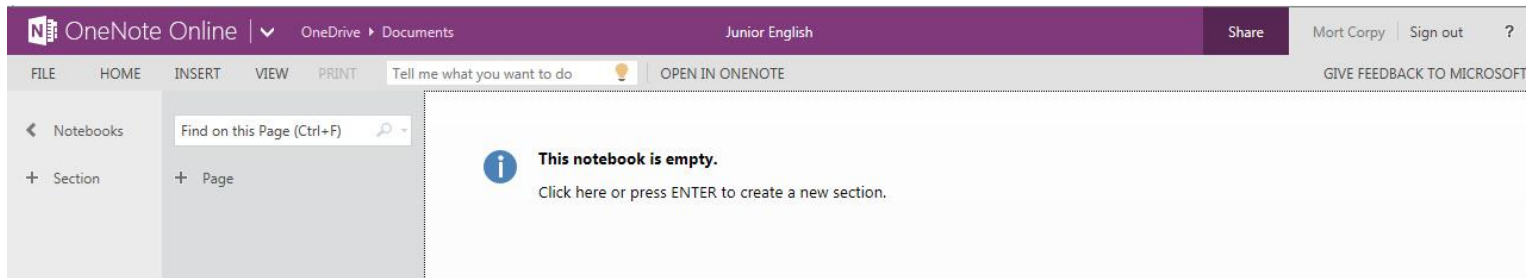
- In the box that appears, type in Junior English.



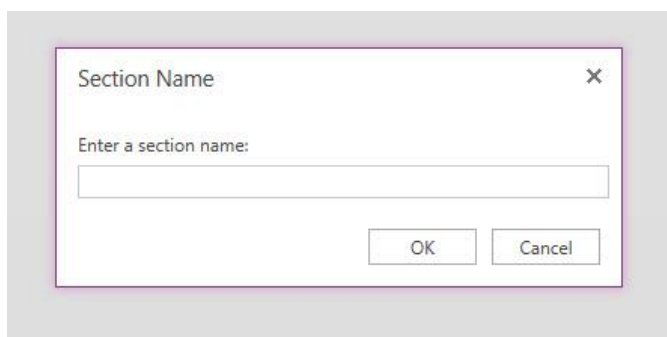
- And then it should look like this.



7. Click on your new Junior English notebook icon, and let's get rolling with adding some section tabs to it.



On the top left of the screen, you'll see a + Sections. Click here to add a new section.

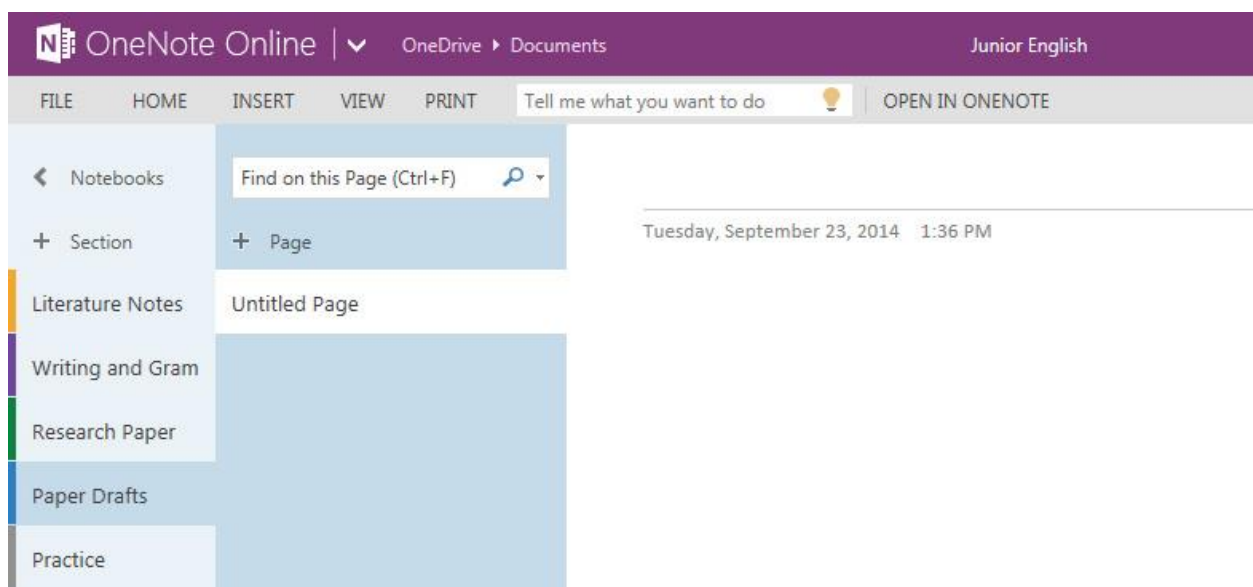


8. When you do so, you get this box. In it, type Literature Notes and click OK.

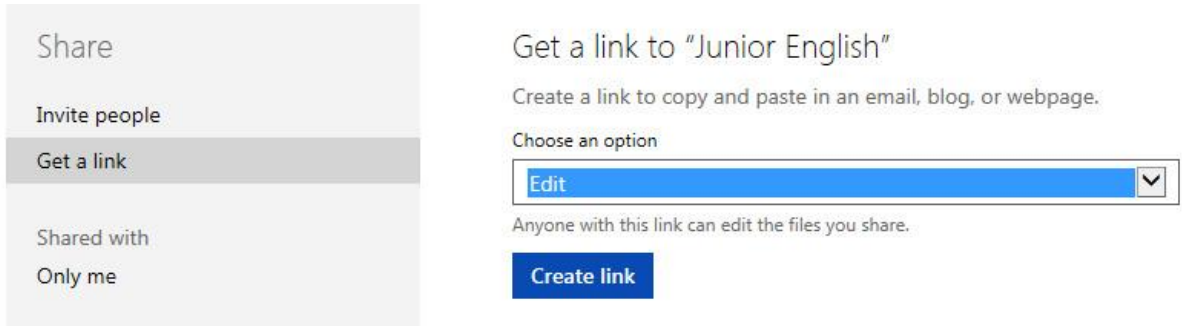
Repeat this process to create the following other sections in your notebook: Writing and Grammar, Research Paper, Paper Drafts, and Practice. Yes, they need to be in that order.

If you don't create them in that order, no biggie because you can drag and drop the tabs and rearrange them whenever you want.

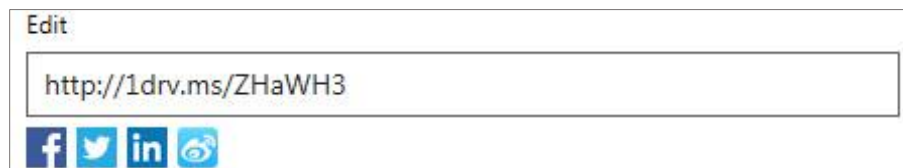
9. Next, you need to set the color for each section tab. They should be yellow, purple, green, blue, and silver. That makes all of our notebooks look like this:



10. Now you are ready to share your notebook with Mr. Tucker. On the top left of the screen, click on File, then select Share. When you get to the screen you see here, select Get a link. Do NOT invite Mr. Tucker to share your folder or you will get no points for this activity! Be certain that you select Edit as the share option.



11. When you click on the Create Link box, you'll see a URL appear. As a favor to your teacher, after you create the link, click on where it says Shorten link. Now the URL is much shorter, and thus more user friendly.



12. Now, copy this link. You will email it to [sendtotucker@outlook.com](mailto:sendtotucker@outlook.com). In the subject heading of the email, type your period number and last name. In the body of the email, either below or above the link, type your first and last name. That's it—you are finished!