## 1. To access OneNote online, simply type in <u>www.onenote.com</u>



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.



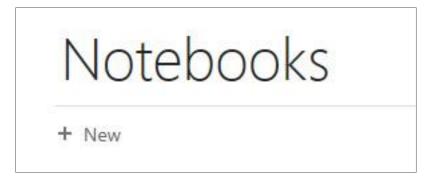
Don't have a Microsoft account? Sign up now

3. If for some reason you are taken to OneDive 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.





4. 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.



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

New OneNote notebo	
	Create

6. And then it should look like this.

Notebooks
+ New
Junior English

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

GIVE FEEDBACK TO MICROSC

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

Section Name	
Enter a section name:	
	Cancel

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:

N OneNote	Online   🗸 OneDrive 🕨 Documents	Junior English
FILE HOME	INSERT VIEW PRINT Tell me what yo	ou want to do 🥊 🕴 OPEN IN ONENOTE
< Notebooks	Find on this Page (Ctrl+F)	
+ Section	+ Page	uesday, September 23, 2014 1:36 PM
Literature Notes	Untitled Page	
Writing and Gram		
Research Paper		
Paper Drafts		
Practice		

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.

Share	Get a link to "Junior English"
Invite people	Create a link to copy and paste in an email, blog, or webpage.
Get a link	Choose an option
Shared with Only me	Edit Anyone with this link can edit the files you share. Create link

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.

Share	Get a link to "Junior English"	u –
Invite people	Create a link to copy and paste in an er	nail, blog, or webpage.
Get a link	Edit https://onedrive.live.com/redir?page=	view&resid=D7397539D65E31
Shared with	f 🗾 in 🚳	Shorten link
CO Anyone with this edit link	↔ Create another link	

http://1drv.ms/ZHaWH3	

12. Now, copy this link. You will email it to 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!