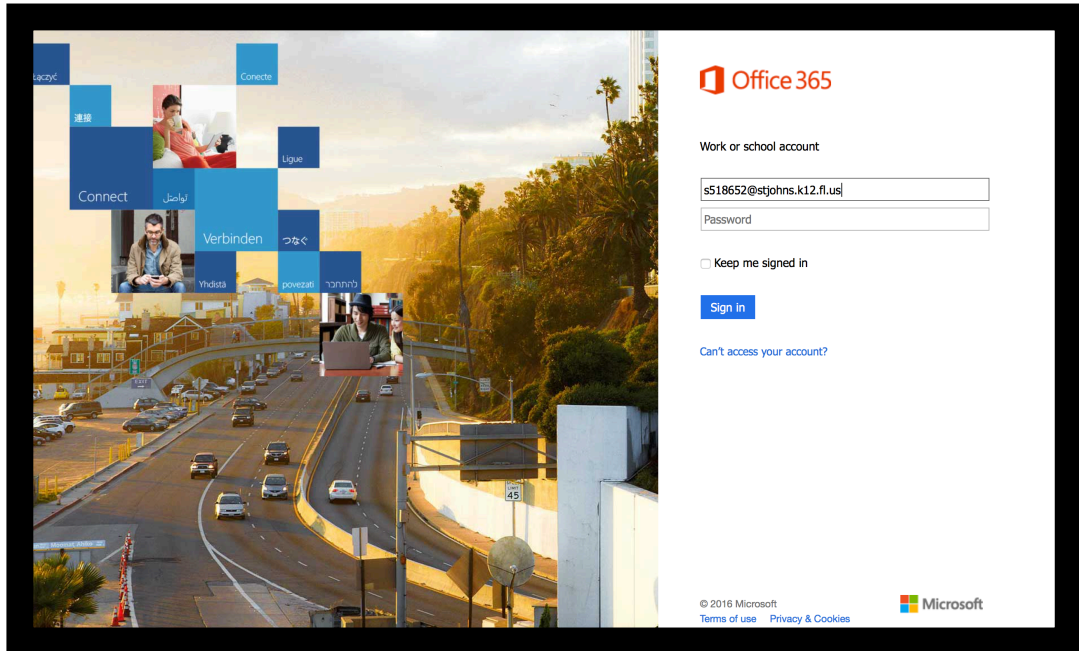


# OneNote Login

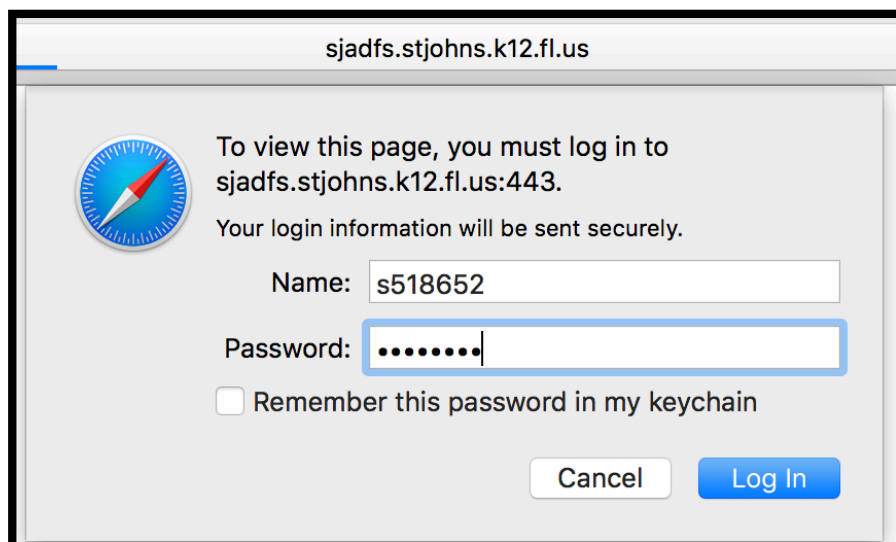
1. Click the Office365 Icon on your desktop.



2. This will open up a web browser and take you to a login screen. Enter Your Student Number@Stjohns.K12.FL.US



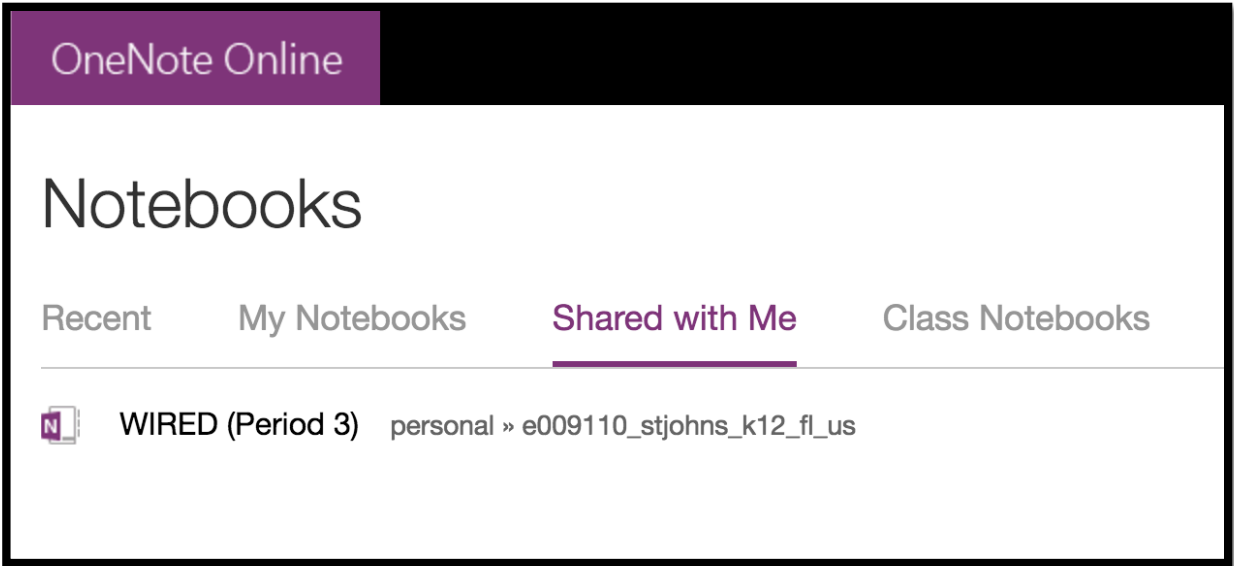
3. Another Screen should pop up asking for your name and password. This time just use your S-Number and password. (Do Not Check the Remember Password)



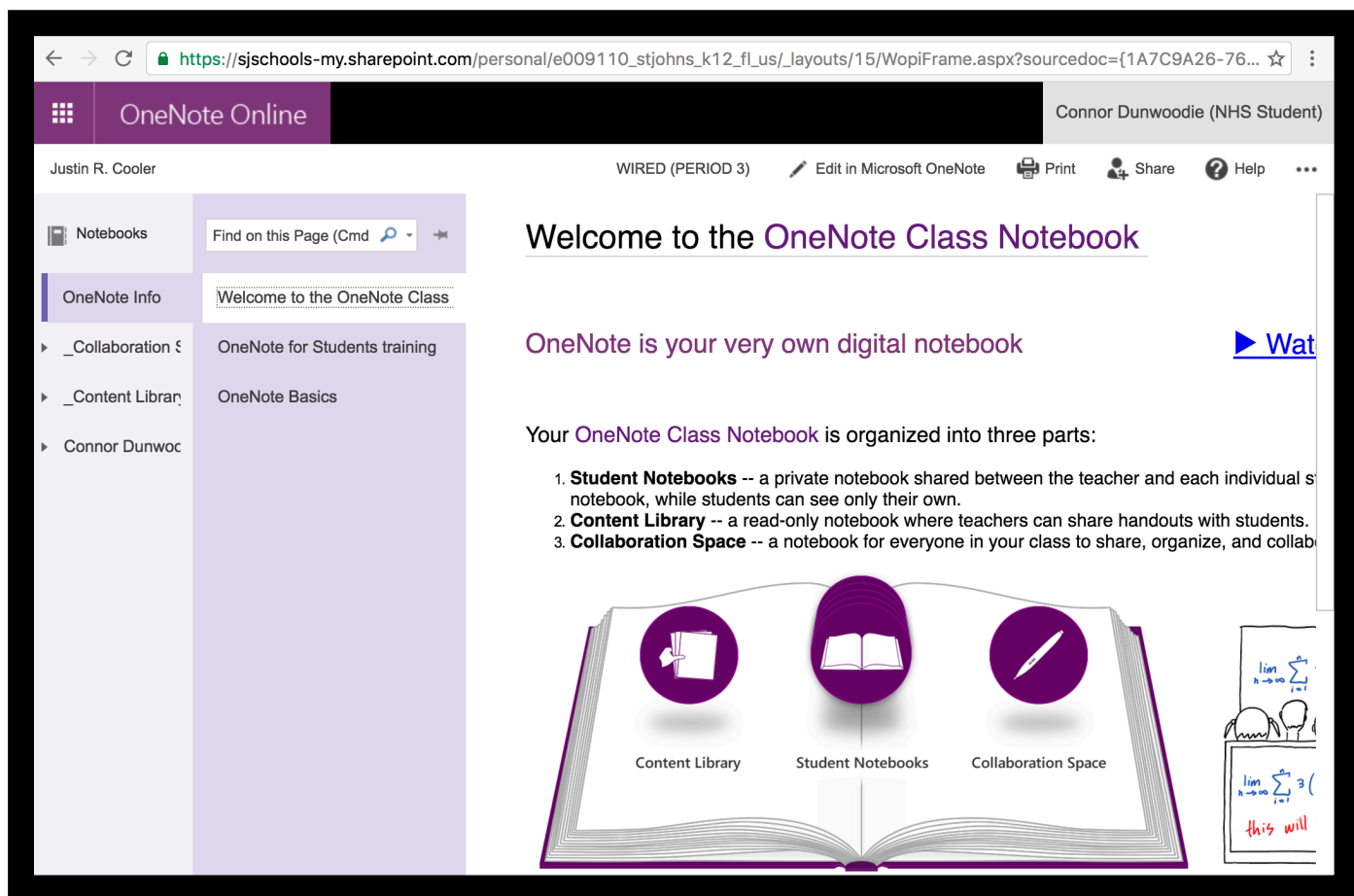
4. **You should see this screen after a successful login. Click on the Purple OneNote Symbol at the bottom.**



5. **OneNote should load and offer you notebook selections. Select SHARED WITH ME and your class notebook should be available. If not, please let Mr. Cooler know so you can be added.**



**6. The first page you see should be a welcome page with OneNote Training modules. We will go over this in class, but reference these if you get confused!**



**7. SUCCESS!!!**

**\*\* Note: Always Log Out, and completely quit the program to avoid other people logging into your account. Also, you can use the Microsoft apps from ANYWHERE! If you are on a computer without word you can have access by remembering the link! \*\***