

Instructions for logging onto Microsoft One Note Classroom

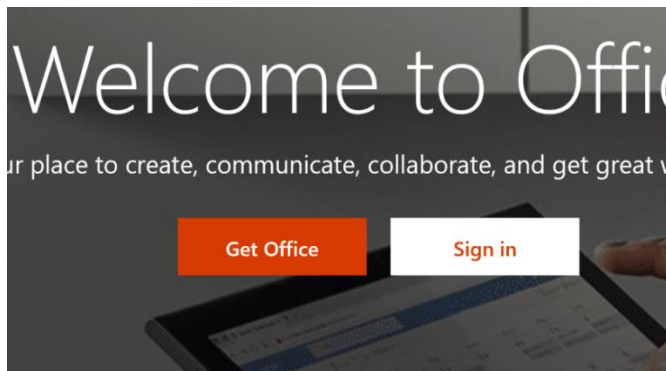
Child's Name:

Class:

Username:

Password:

Browse to www.office.com and click on the white Sign in button



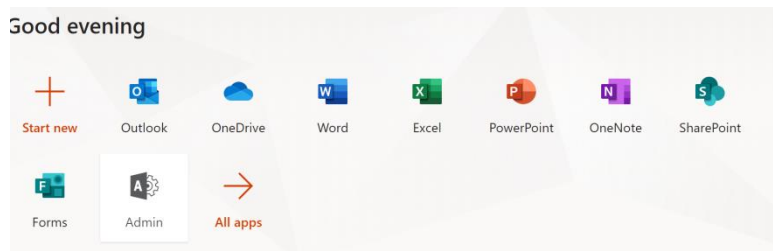
Enter your username in the form username.306@st-johns.school

A screenshot of the Microsoft sign-in form. At the top left is the Microsoft logo. Below it is the text 'Sign in'. There is a text input field containing the email address '.306@st-johns.school' with a small 'x' icon to its right. Below the input field are three links: 'No account? Create one!', 'Can't access your account?', and 'Sign-in options'. At the bottom center is a blue button labeled 'Next'.

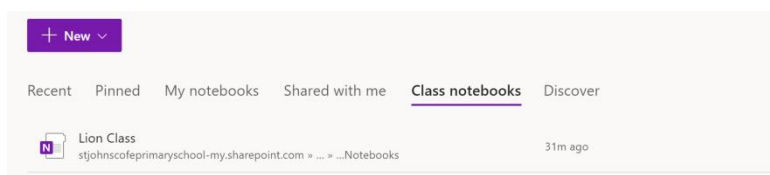
Enter your password the same as you use on the school computers to login

A screenshot of the Microsoft password entry form. At the top left is the Microsoft logo. Below it is a back arrow icon and the email address '.306@st-johns.school'. The main heading is 'Enter password'. Below this is a password input field with the placeholder text 'Password'. Underneath the input field is a link that says 'Forgotten my password'. At the bottom center is a blue button labeled 'Sign in'.

Once logged in you get to the Office apps home Page. Click on OneNote

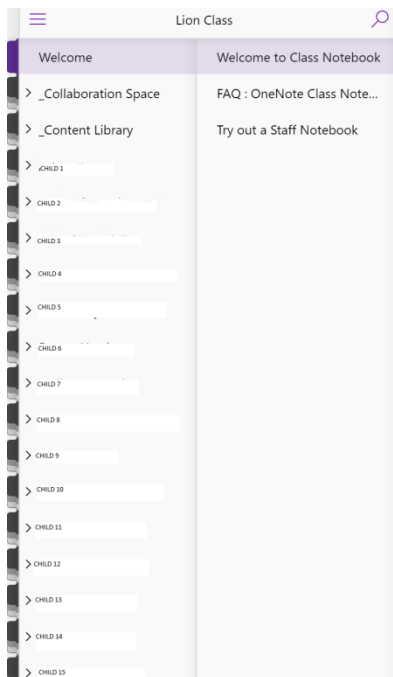


On the OneNote Home page click on Class Notebooks then click the class notebook e.g. Lion Class as shown below



Once opened you will see the sections down the left. There are common Welcome, Collaboration Space and content Library Sections in each class along with a section for each pupil in the class. When a child logs in the same as above they will just see the common sections and their name only.

In the Welcome section there are some links to some guides as to how to use the features in OneNote.



Welcome to Class Notebook

Your OneNote Class Notebook is a digital notebook for handwritten notes, attachments, links, voice, video, and more.

Each OneNote Class Notebook is organized into three parts:

1. **Student Notebooks** — a private space shared between students. Teachers can access every student notebook while students can only access their own.
2. **Content Library** — a read-only space where teachers can share content with the class.
3. **Collaboration Space** — a space where everyone in your class can work together on documents, spreadsheets, and presentations.



Get hands-on, interactive training:
[Getting Started with Class Notebooks](#)

Need assistance? File a support ticket at:
<https://aka.ms/EDUSupport>