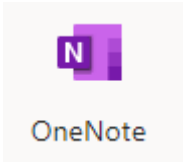

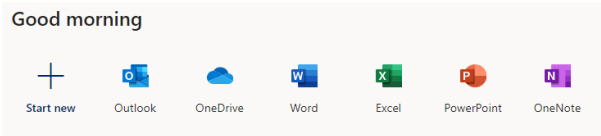
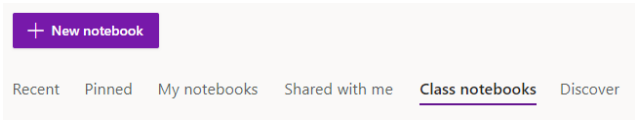
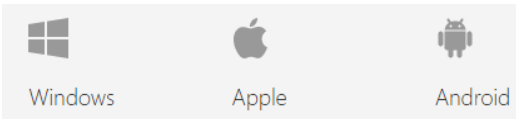

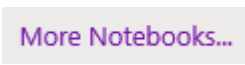

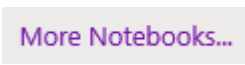

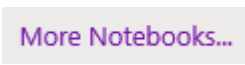





# Office 365 Resources

## Class Notebook – How to Find a Notebook

<p>1. Once a student is added to a Class Notebook, students can find and access it through OneNote online or with the OneNote app on a device.</p>					
<p>2. To find and access a notebook through OneNote online, a student needs to first sign into Office 365 with their CPSB username and password. This can be done either at <a href="http://www.office.com">www.office.com</a>, or by clicking on the <b>Office 365 link</b> on the CPSB home page or through <b>Launchpad</b> which is linked on the CPSB home page as well.</p>					
<p>3. Once signed into Office 365, select <b>OneNote</b>.</p>					
<p>4. Once OneNote launches, select <b>the Class notebooks tab</b> and click on the <b>notebook</b> from the list.</p>					
<p>5. To find and access a notebook through the OneNote app on a device, the OneNote app needs to be installed first. The app is available for Windows, Apple, and Android devices.</p>					
<p>6. Once the app is installed, launch the app and sign in with a CPSB username and password.</p>					
<p>7. When the app opens, the notebook itself needs to be opened within the app where it will remain open until it is closed by the user. Changes made while using the app will sync and be reflected in the Class Notebook when connected to Wi-Fi.</p>	<table border="1"> <tr> <td data-bbox="792 1646 1263 1747">  </td> <td data-bbox="1263 1646 1516 1747">  </td> </tr> <tr> <td data-bbox="792 1747 1263 1883"> <p><b>Windows 10 OneNote</b> Click <i>Notebooks drop-down</i> and <i>More notebooks</i> if not listed.</p> </td> <td data-bbox="1263 1747 1516 1883"> <p><b>Apple OneNote</b> Click <i>More Notebooks</i> and tap the notebook to open.</p> </td> </tr> </table>			<p><b>Windows 10 OneNote</b> Click <i>Notebooks drop-down</i> and <i>More notebooks</i> if not listed.</p>	<p><b>Apple OneNote</b> Click <i>More Notebooks</i> and tap the notebook to open.</p>
					
<p><b>Windows 10 OneNote</b> Click <i>Notebooks drop-down</i> and <i>More notebooks</i> if not listed.</p>	<p><b>Apple OneNote</b> Click <i>More Notebooks</i> and tap the notebook to open.</p>				