

OneNote Information

1. Logon to Office 365 using your username@smsrmd.onmicrosoft.com
2. When you log on, go to the purple icon that says “OneNote”
3. On your screen, you should click the “Content Library”.
4. The Content Library should contain information that your teacher has added. You will look at each of these tabs for instruction on your work.
5. When wanted to download a document, double click the document and click download
 - a. If your teacher would like you to type in the document, click on the yellow ribbon at the top of the page that says “Enable Editing”.
 - b. Once done typing in the document, click at the top, “File”, then “Save As”.
 - c. Click on the drop down menu on your screen. Depending on where your teacher put the original assignment, “Class Notes”, “Homework”, “Quizzes”, or “Handout”, you will click on that tab underneath your name.
 - d. You will then click the “+Page” at the bottom of the screen.
 - e. Add a title for your assignment at the top. For example, if your teacher titles your assignment “Homework #1”, you would title your page, “Homework #1”.
 - f. You will then click on the big white space on the page.
 - g. Go to the “Insert” tab at the top of the screen.
 - h. Click on the “File Tab”
 - i. Then, click the “Insert as Attachment”
 - j. Once the icon shows downloaded, it is officially added to the page.
6. If a teacher asks you to add a document that you have written on, you can take pictures of the document and add insert them into the page as well.