



# OneNote Class Notebook Student & Parent/Caregiver Access Guide

Teachers will email student usernames and passwords in a separate email. OneNote Class Notebook provides opportunities and resources for your child so they can continue their learning while not being able to access school.

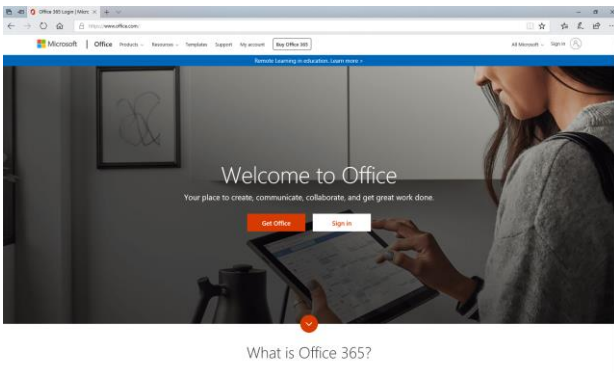
## Student Access Email – Day 1 accepting your invitation

Once a teacher has shared the Year Level OneNote Class Notebook, students/parents can access it several ways.

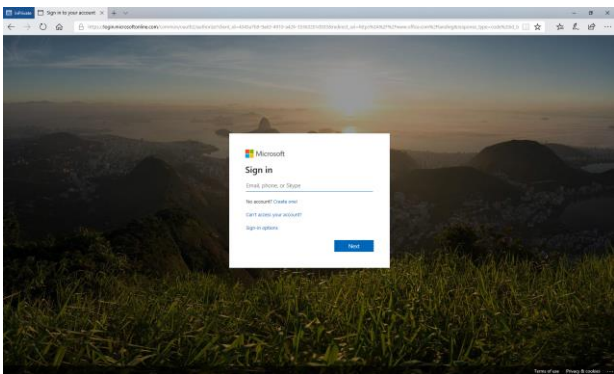
### Open Web Browser

TIP: Use Microsoft Edge Browser or Google Chrome

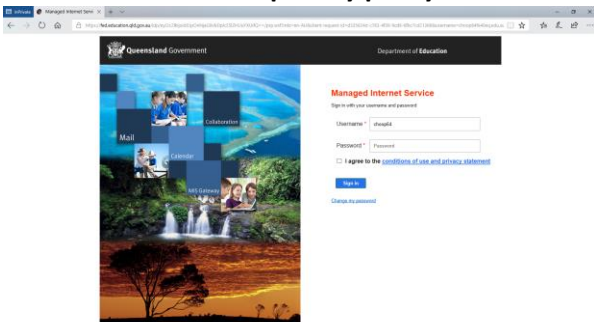
1. Go to <https://office.com>. Click or tap Sign In



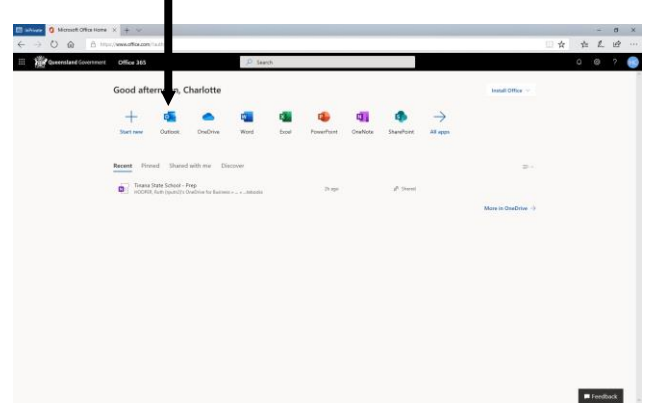
2. Enter your full email address and click or tap next



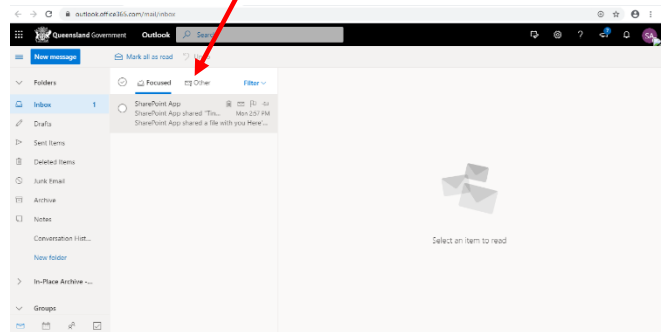
3. Sign in using your school login details (MIS username and password). Agree to the conditions of use and privacy policy



4. This will take you to your Office365 homepage. Click or tap on Outlook.



5. This will take you into your child's email inbox. If you cannot see an email from SharePoint App please check in the 'Other' folder. Click on the email.



6. This will open the email letting students know that the SharePoint App has shared a file with them. Click on the year level link and this will open the Class Notebook in a new tab.

