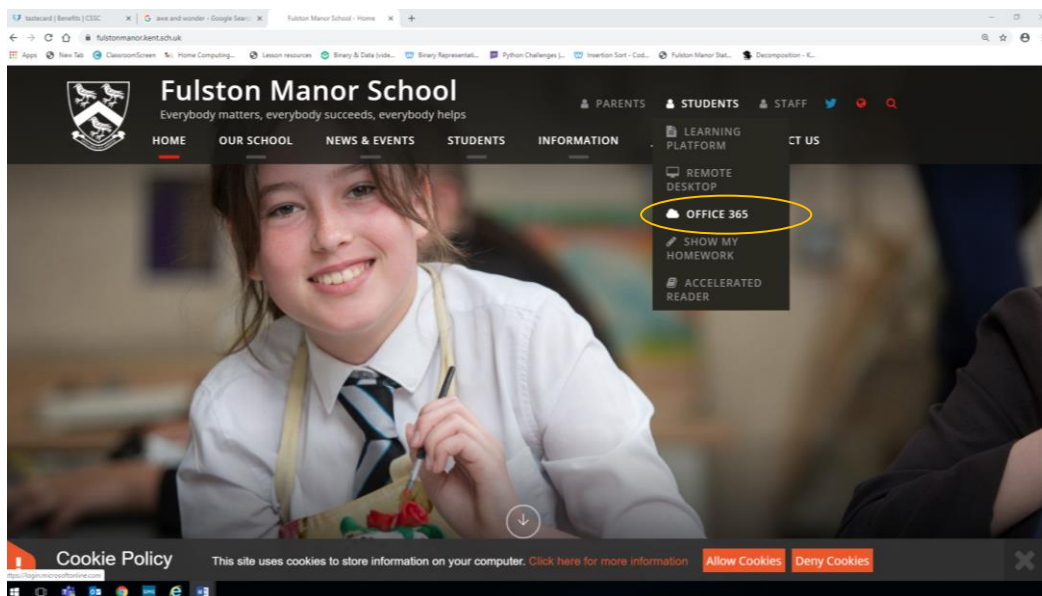
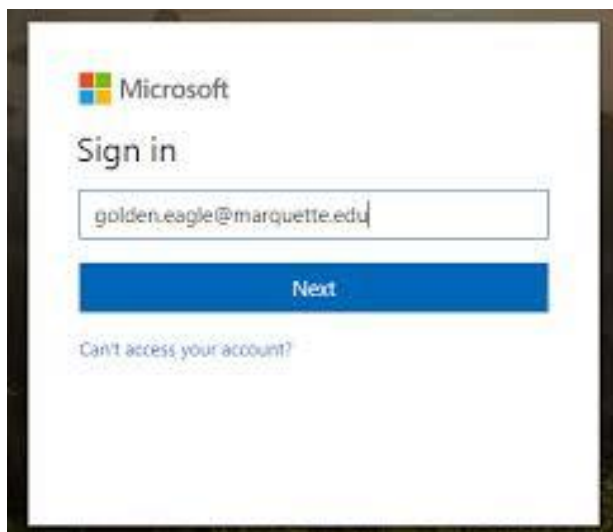


Accessing OneNote Lessons

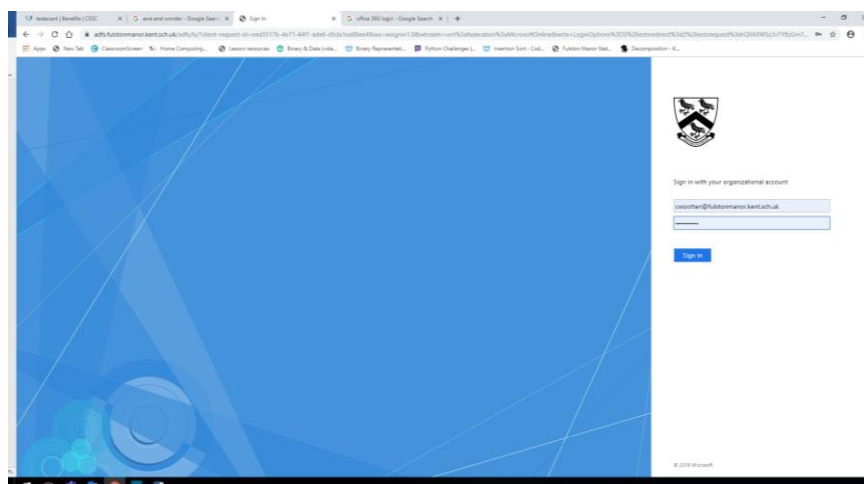
1. Visit the school website and click on Office 365 from the student menu.



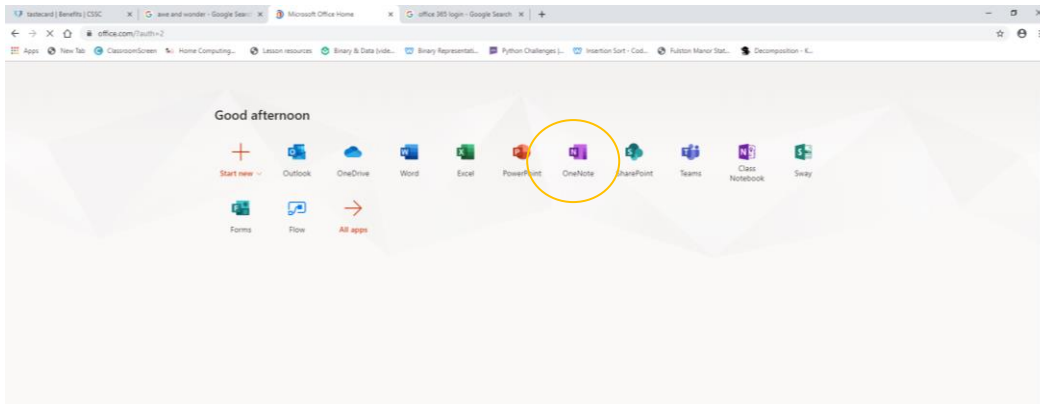
2. Students should log in with their email address username@fulstonmanor.kent.sch.uk



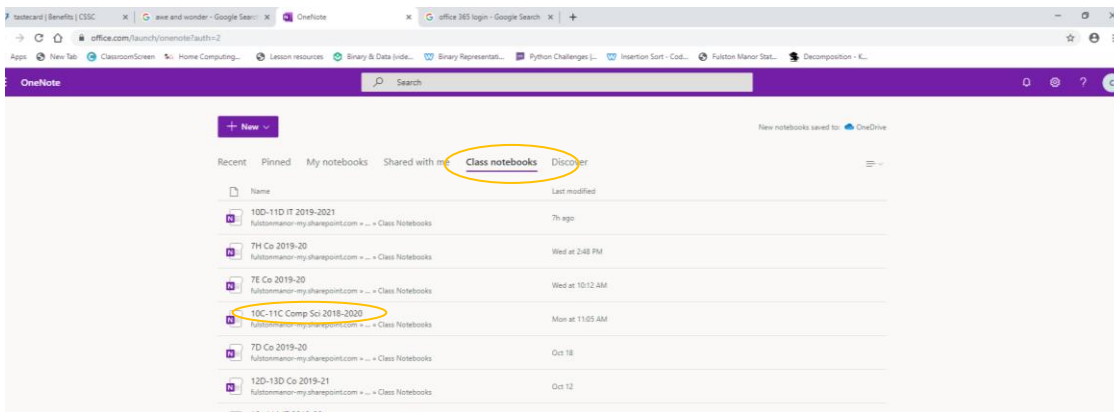
3. Students should then enter their password. This is the same one they log in to the computers with.



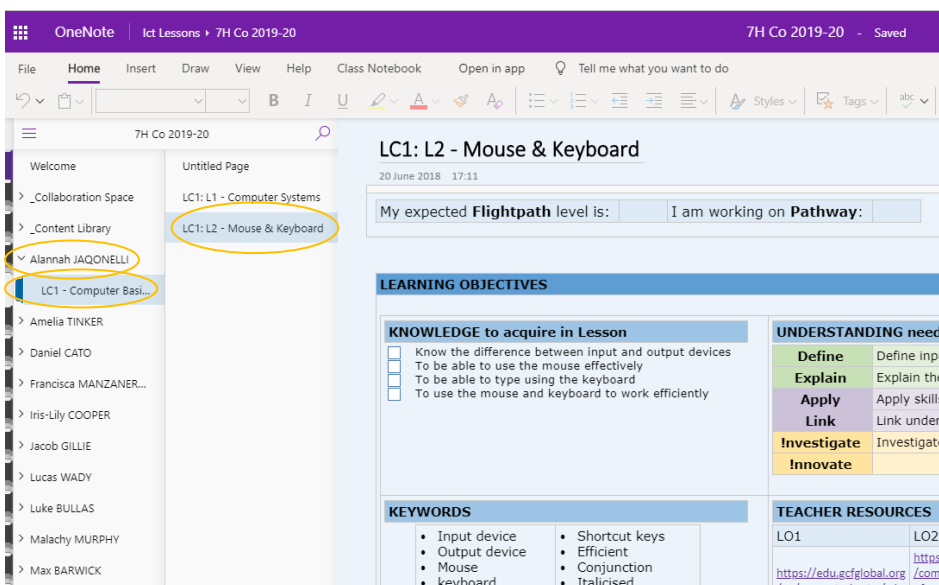
4. Students then select OneNote from the available applications.



5. Students should then click on 'Class notebooks' and then click on their class name



6. Once in students should, 1. Click on their name from the left hand panel, 2. Select the topic section from the drop down, 3. Click on the lesson page in the neighbouring section.



Students should now type their work directly onto the page. All changes are saved automatically. Any resources required will be available on the page.

*If for any reason you are not able to type on the page check to make sure you are in your own area and not the content library. Next click on the 'edit notebook' button along the top menu and select 'edit in browser' from the drop down

7. Installing Office 365. Students can download all of the Office 365 software free of charge and install on their own home PC or laptop. To do this click on the 'Install Office' link from the Office home page and follow the installation instructions.

