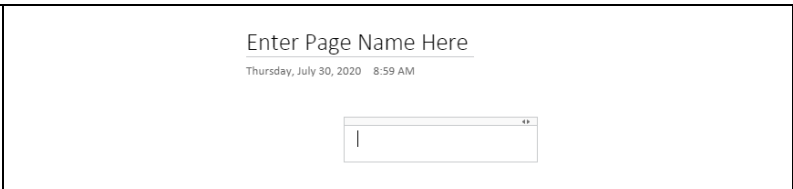
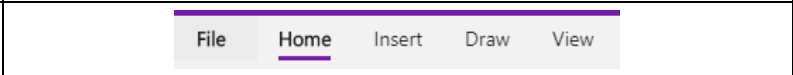
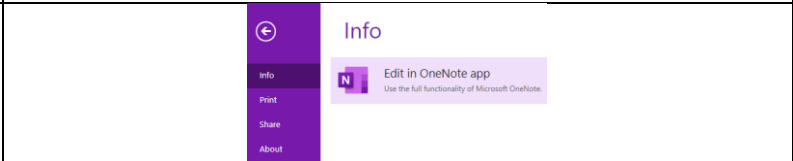
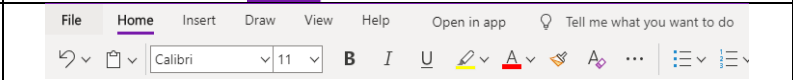
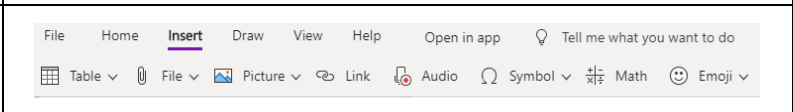
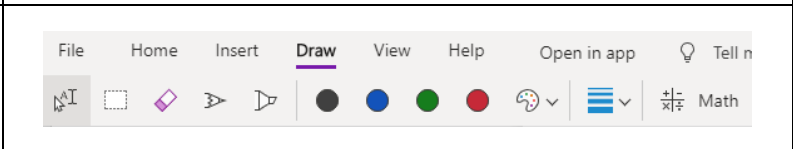
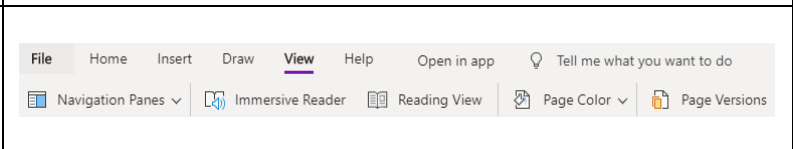




# Office 365 Resources

## Getting Started with OneNote Online

<p>1. Sign into Office 365 using the shortcut on the CPSB homepage OR clicking the <b>Office 365 icon</b> when signed into Launchpad.</p>	
<p>2. Once signed into Office 365, click to launch the <b>OneNote</b> online app.</p>	
<p>3. The benefit of using OneNote online is that all notebooks created or shared are readily available to access and edit.</p>	
<p>4. Click the purple <b>+ New notebook</b> button to create a new notebook.</p>	
<p>5. Name the new notebook and click <b>Create</b>.</p>	
<p>6. Once created, click <b>+Section</b> found in the bottom left of the page to create new sections.</p>	
<p>7. Inside each section, click <b>+ Page</b> at the bottom of the page to add new pages.</p>	
<p>8. Pages are named according to what is added on the top of the page.</p>	

<p>9. Click <b>anywhere onto the page</b> itself to add a content box. Anything added within the parameters of the box is grouped and can be moved around the page.</p>	
<p>10. Use the tabs across the top to add content onto pages.</p>	
<p>11. The <b>File</b> tab provides the options to Edit in OneNote app, Print, Share, and About.</p>	
<p>12. The <b>Home</b> tab provides basic text editing features.</p>	
<p>13. The <b>Insert</b> tab provides the ability to add tables, files, pictures, links, audio, and more.</p>	
<p>14. The <b>Draw</b> tab provides the ability to use drawing tools and convert math problems into text while providing solutions.</p>	
<p>15. The <b>View</b> tab provides the ability to adjust the navigation panes along with Immersive Reader in addition to several other features.</p>	
<p>16. The <b>Share</b> button in the upper-right corner enables user the ability to select specific permission for sharing links based on the intention for sharing. Links can be shared for viewing or for editing and limited to individuals or for those in the CPSB organization which requires a sign-in before accessing the notebook.</p>	