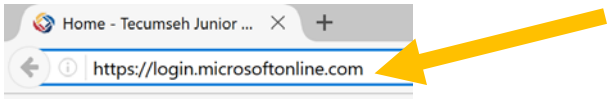
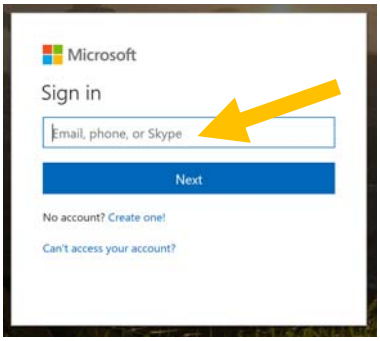
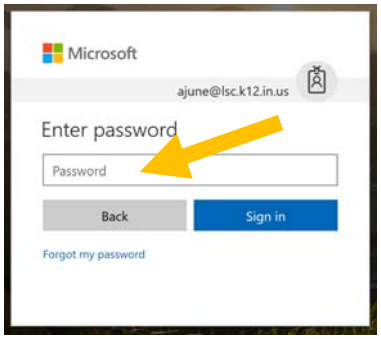
View OneNote Notebooks in Office 365

Open an internet browser.



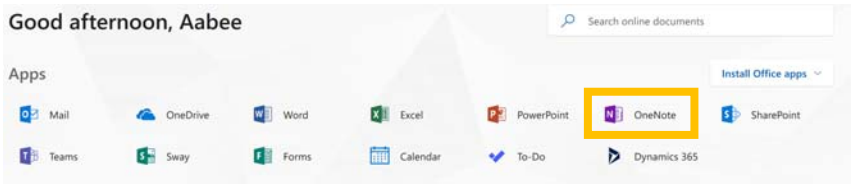
Type **https://login.microsoftonline.com** into the address bar.



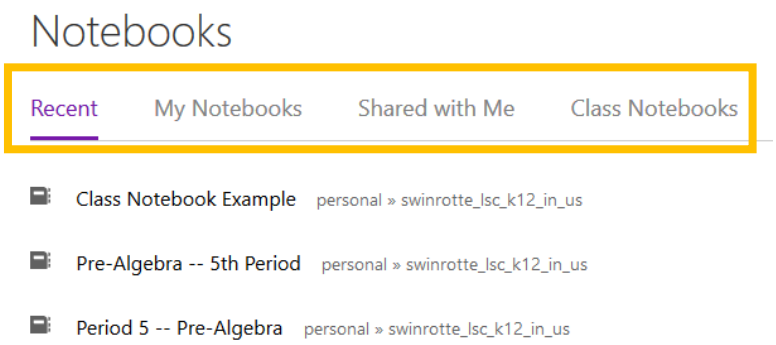


Enter your student's school email address, then select **Next**.

Enter your student's school password, then select **Sign In**.

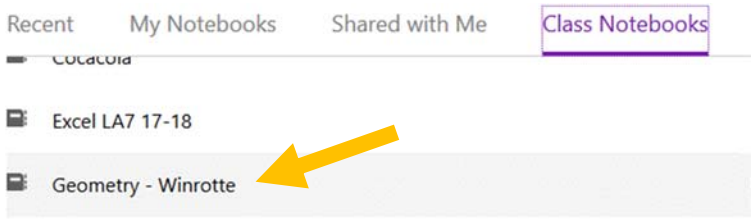


Select the **OneNote icon** on the Office 365 home screen.

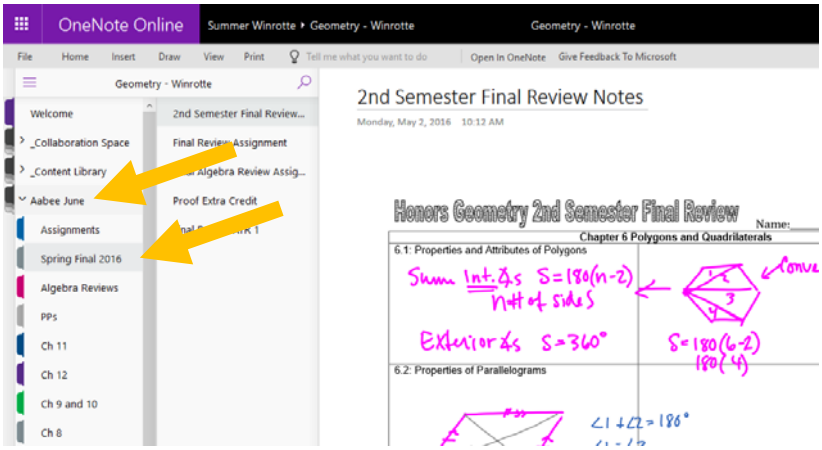


Select from the menu:

Recent – Notebooks that the student has opened recently
My Notebooks – Notebooks that were created by the student
Shared with Me – Notebooks that have been shared with the student
Class Notebooks – Notebooks created by the teacher of a specific class (both the student and teacher have edit access to these notebooks)



Select the **notebook name** to open the notebook.



Once the notebook loads in OneNote Online, navigate through the notebook by **selecting the section tabs** on the left-hand side of the browser window.