

# Instructions

Monday, October 19, 2015 1:36 PM

Once you have installed the new version of Microsoft Office, you'll be able to connect it directly to your Office 365 account. So, the only reason you'll need to use the browser to access your account is to Create a Class Notebook and for your students to find a notebook that was shared with them.

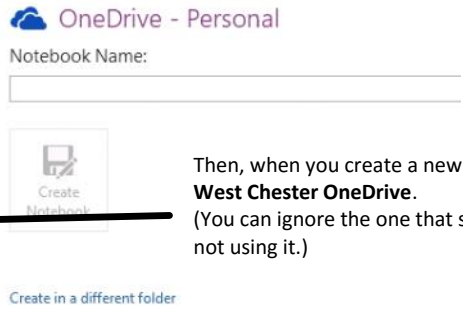
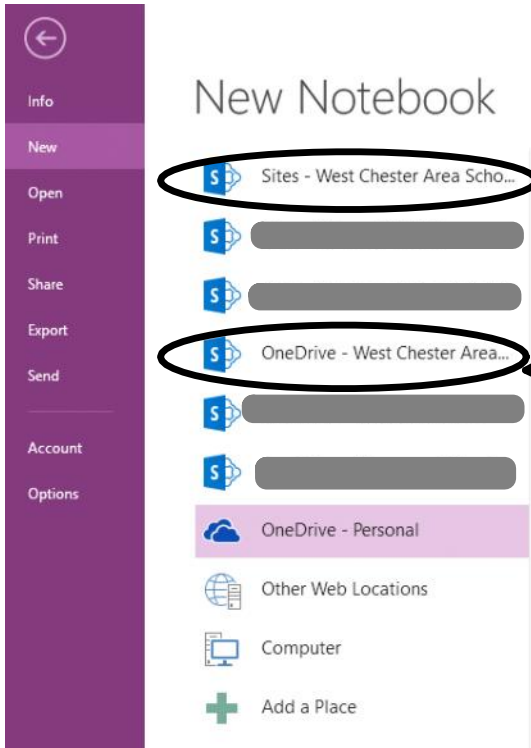
**Step 1** points to the 'New' button in the left-hand navigation menu.

**Step 2** points to the 'Add a Place' button at the bottom of the 'New Notebook' list.

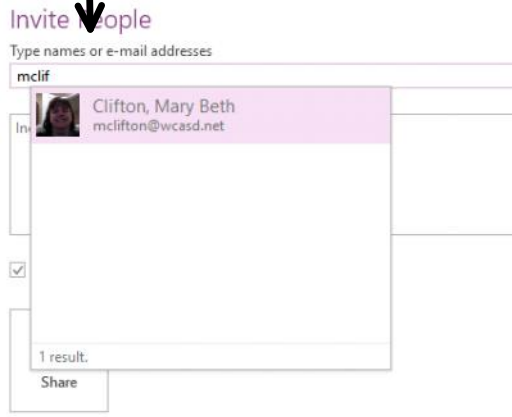
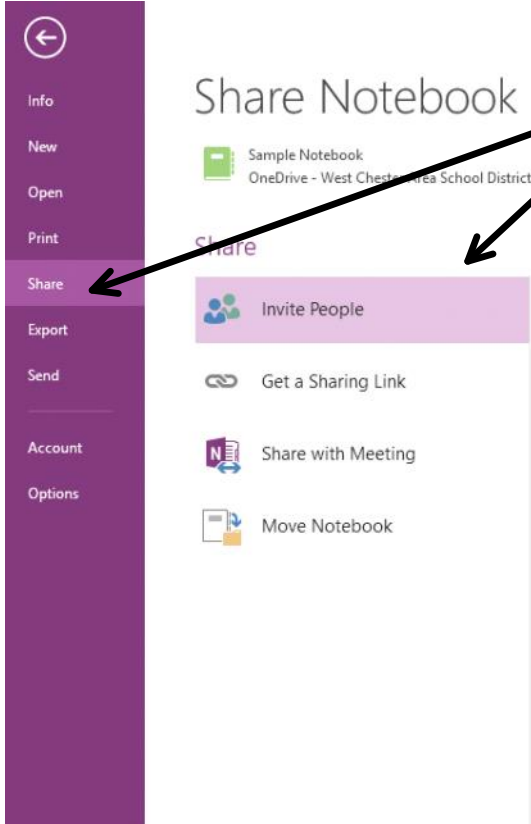
**Step 3** points to the 'Office 365 SharePoint' option under the 'Add a Place' section.

**Step 4** points to the email address 'ct-vglatzer@wcasd.k12.pa.us' in the input field.

**Step 5** points to the password input field.



Then, when you create a new notebook, you can create it directly in your **West Chester OneDrive**. (You can ignore the one that says Site - West Chester Area School District. We're not using it.)



You can even share a notebook directly with a teacher or student, directly from OneNote (or Word, or PowerPoint, or Excel).