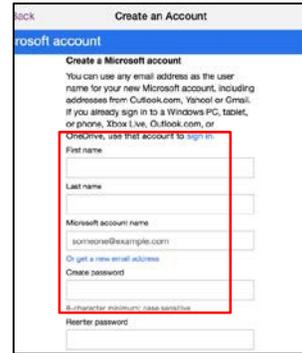
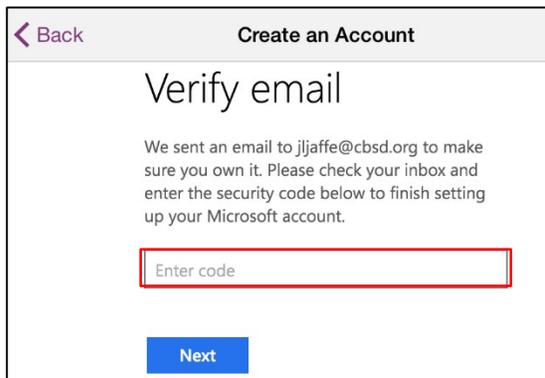


Using the OneNote App

1. Download the OneNote App onto your device.
2. **Create an account** and complete all of the **required information**. You should use your CB email address. Students would use: lastname.f123@student.cbsd.org.



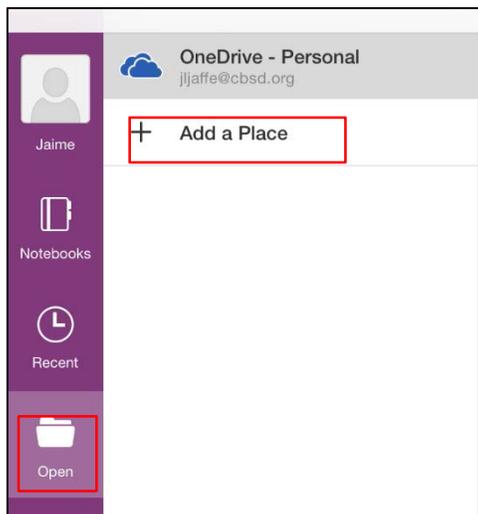
3. **Verify your email.**



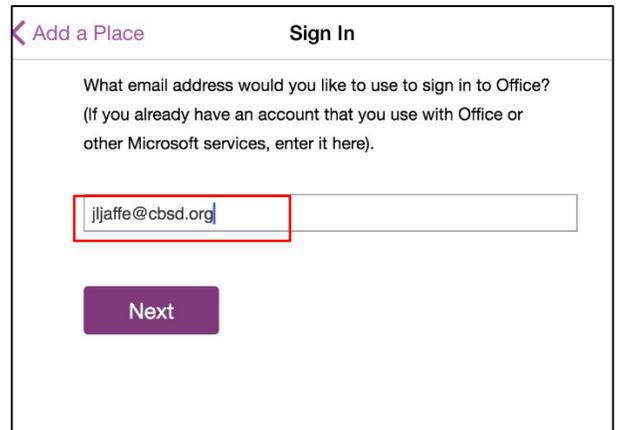
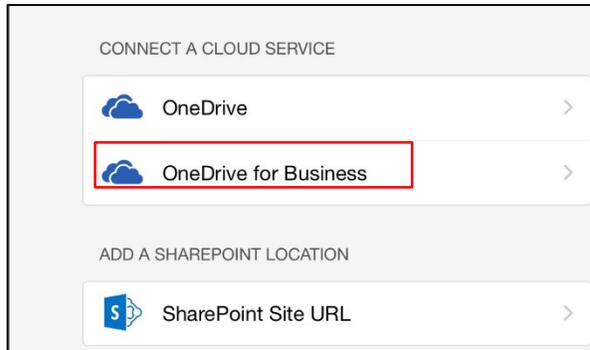
Tips for using the OneNote App:

- Ask students to download the app from home to save class time.
- Teach students how to log-in to CB WIFI. OneNote will work better with WiFi. Do this on the device at Settings→Student Wifi→Then Log-in with Username and Password.
- Ask students to add CB Email to their phones so that they can receive the OneNote invite. Directions can be [found here](#).

4. **“Add a Place”**



5. Select **OneDrive for Business** then sign in with your email address.



6. Select **Work Account**. Then sign in with your user name and password. This is the username and password you use to log-in to your computer at school.

