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: <u>lastname.f123@student.cbsd.org</u>.





3. Verify your email.

K Back	Create an Account
	Verify email
	We sent an email to jljaffe@cbsd.org to make sure you own it. Please check your inbox and enter the security code below to finish setting up your Microsoft account.
	Enter code
	Next

4. "Add a Place"



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 <u>found</u> <u>here</u>.

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



dd a Place	Sign In	
What email ac (If you already other Microso	Idress would you like to use to sign in t have an account that you use with Off ft services, enter it here).	o Office? ce or
jljaffe@cbsd.	org	
Next		

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.

Add a Place Sign In	K Back Sign I	n
It looks like you use the same email address with more than one account. Please select the type of account which you would like to use to sign in.	CB CENTRAL BUCKS SCHOOL DISTRI Office 365 Username: Example: Last.F3 Password:	S CT 21 OR FLast
Work account Sign in with the account provided by your work, school, or university.		Sign In