Student guide to accessing OneNote at home.

This guide is direct students and parents in how to access King's School OneNote material from home.

What is OneNote?

OneNote is a **free** Microsoft application for taking notes, drawings and screen clips as well embedding other documents.

OneNote is available for on a wide range of devices but best productivity can be seen in using OneNote 2013 for the PC or Mac.

How to Install OneNote

OneNote can be downloaded **free** for your platform of choice from www.onenote.com

Once on the site click on either **Windows** or **Mac** and follow the download and installation steps.
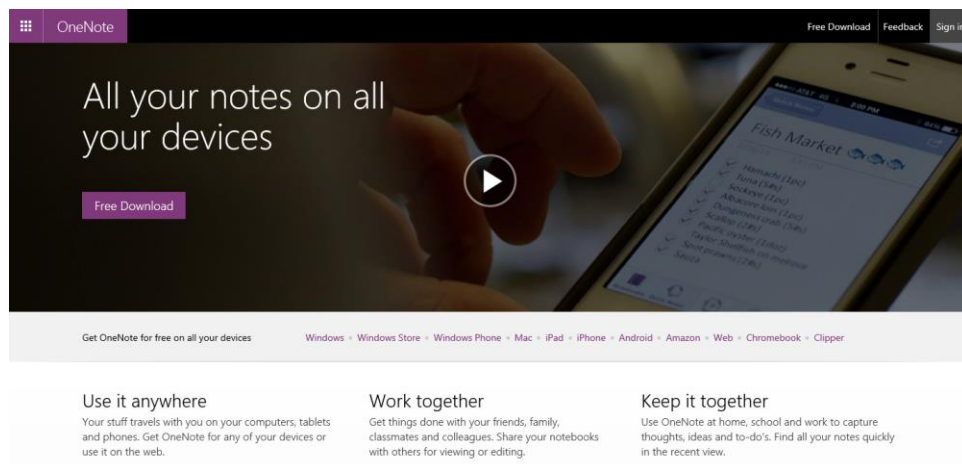

Figure 1: OneNote.com website
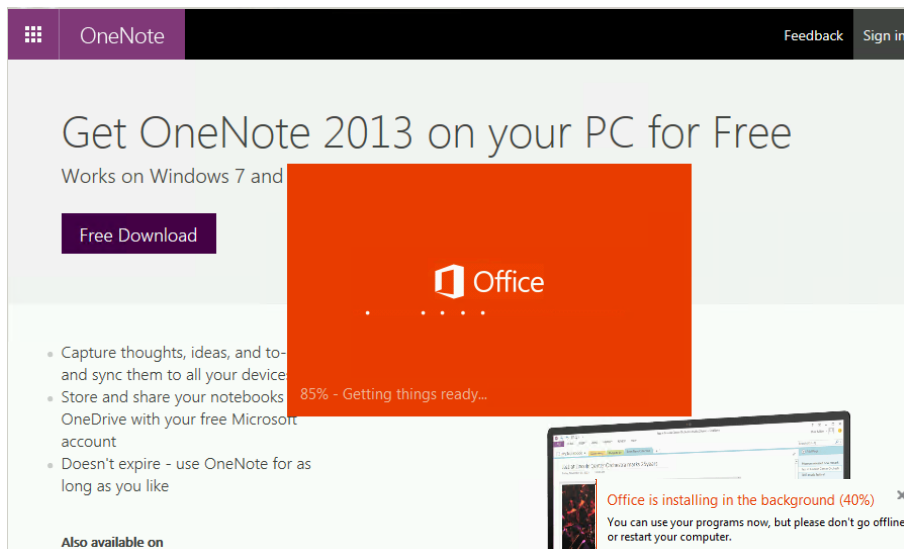

Figure 2: Downloading the windows application

Figure 3: What you'll see during installation

How to open class notebooks for the first time

With OneNote installed click on the "**class notebooks**" link on the school website (www.kingswolverhampton.co.uk).
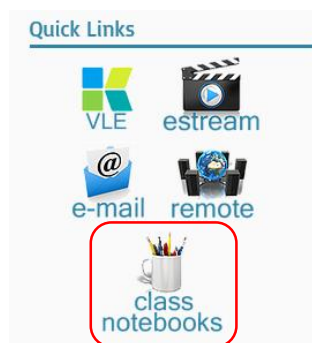

Figure 4: Class Notebooks link on www.kingswolverhampton.co.uk

Students should then sign in with their username and password in the format:

username@kingswolverhampton.co.uk

An example of which would be:

j.bloggs13@kingswolverhampton.co.uk

The password should be the same to log onto the school computers.
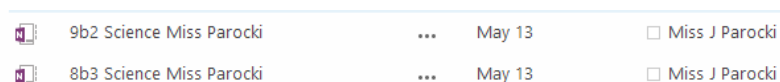
Once logged in select the notebook you wish to use.

Figure 5: View of class notebooks

Then select **Edit Notebook** > "**edit in Microsoft OneNote**" to use the application on your computer.
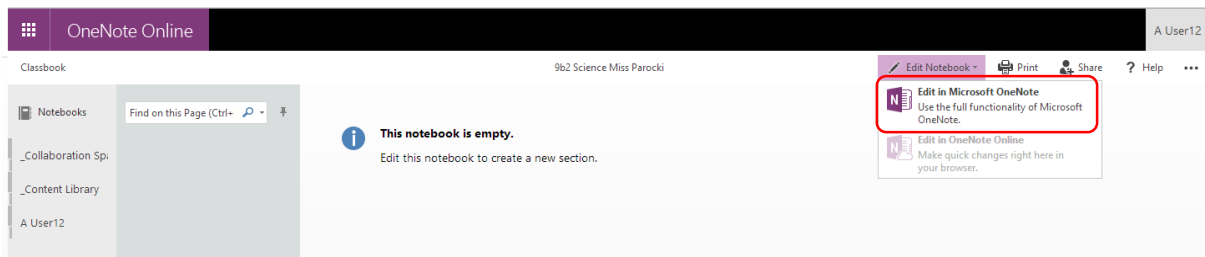

Figure 6: Opening Notebook in Microsoft OneNote

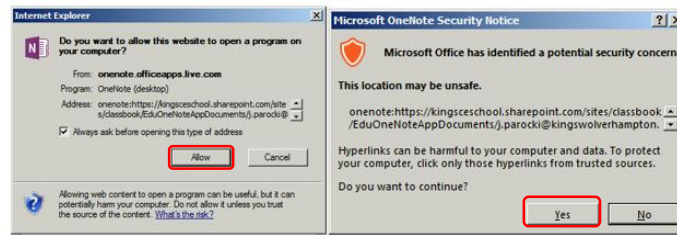Say yes / trust to any prompts you receive:

Figure 7: Examples of prompts

You can open and pin the left side pane and click on your username to get started with the activities.
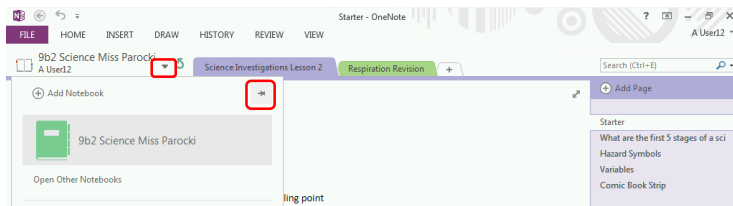

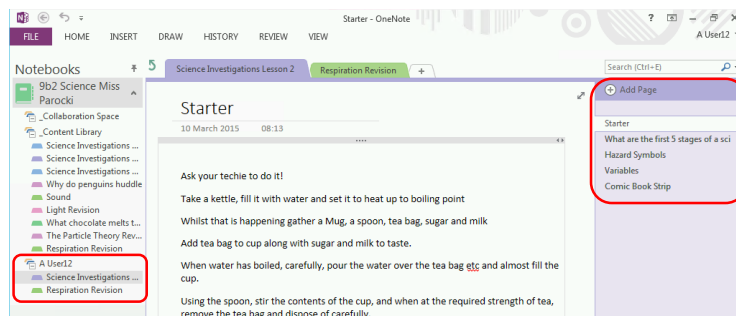*Figure 8: Pinning side menu to see all notebooks clearly*

Figure 9: Selecting items under your username to start editing the pages contained

You have now got OneNote set up on you home computer to permanently sync with what you are doing in school.

To add new notebooks you simply need to open them from the "class notebooks" section of the school website.

If at any point you are asked for a username and password simply enter in your ***username***@kingswolverhampton.co.uk and your network password.

For any issues please email: ictsupport@kingswolverhampton.co.uk