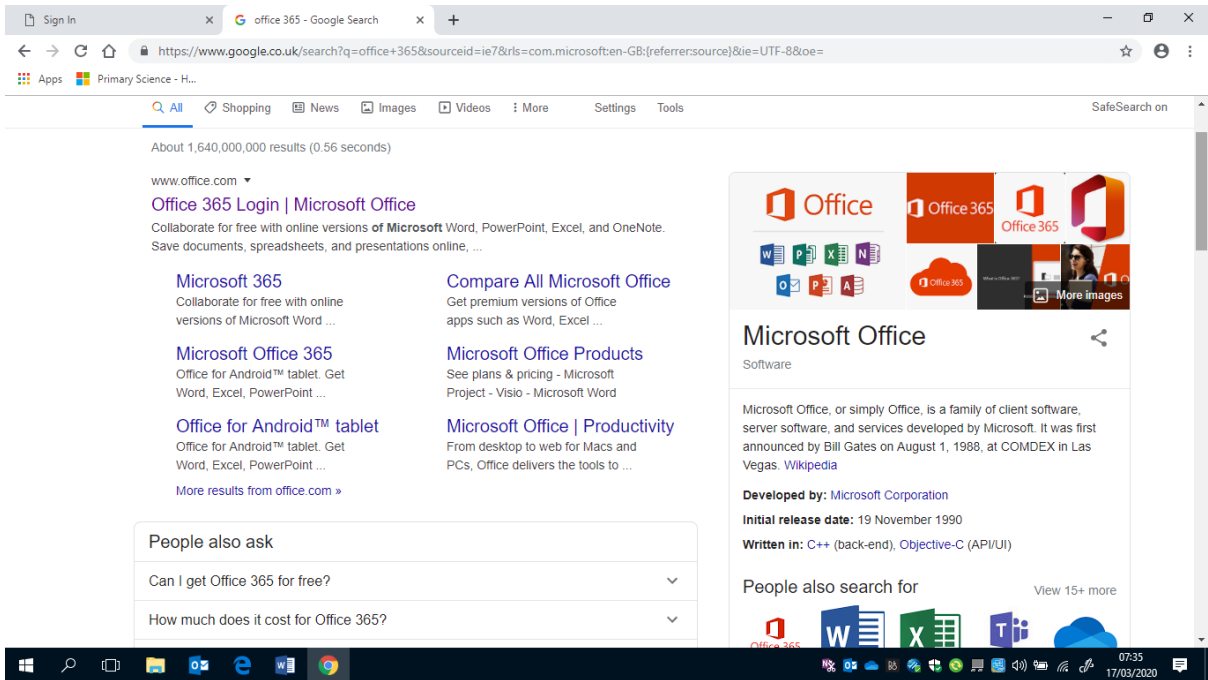
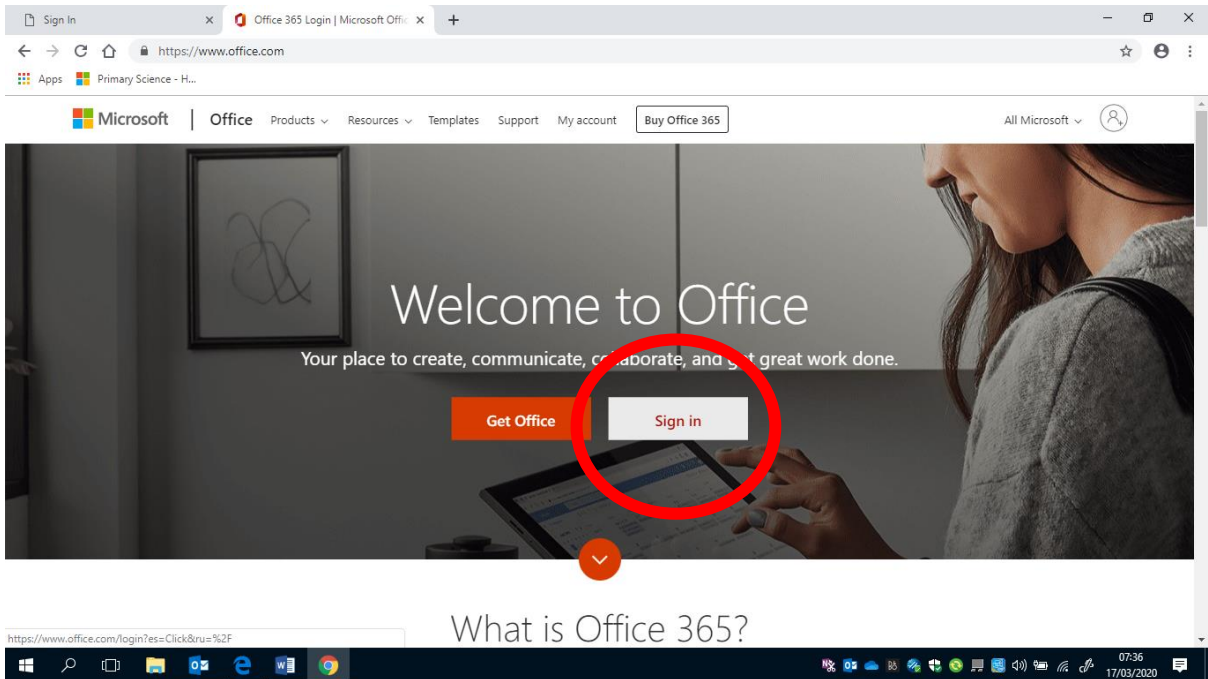


How to Access your Office 365 Account

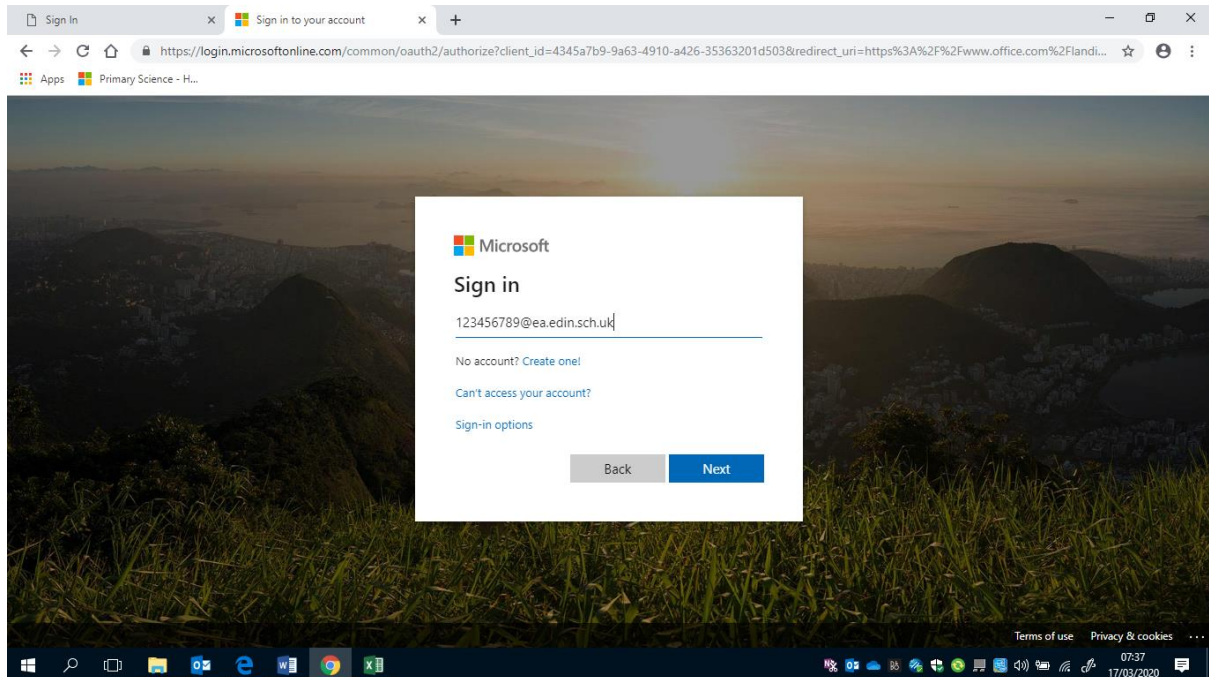
Step 1. Search for Office 365 online



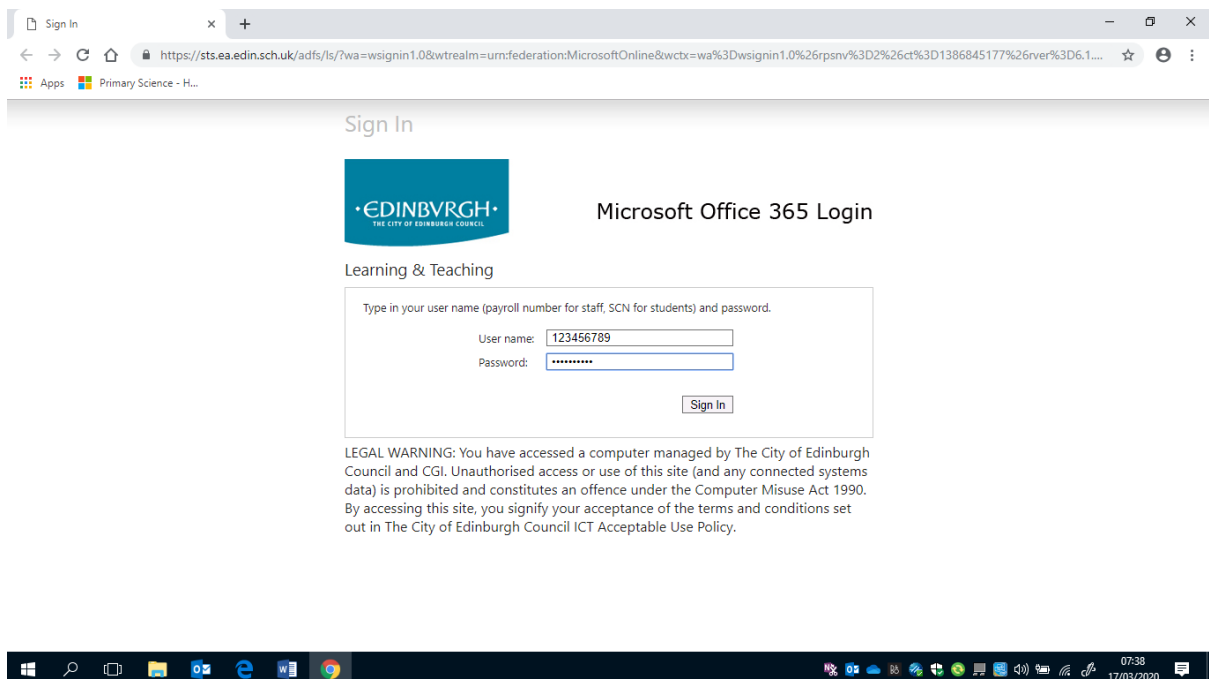
Step 2 - Choose the Office 365 website and click 'sign in'



Step 3 - Type your email address into the sign in box. This should be your number followed by @ea.edin.sch.uk

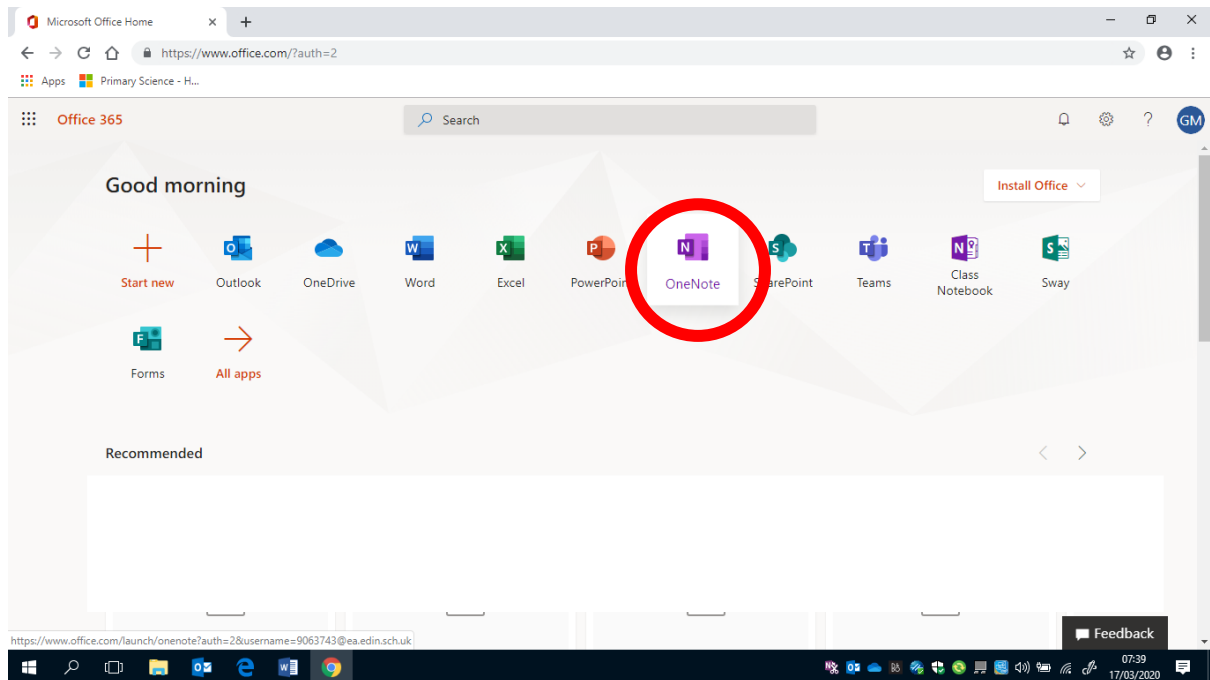


Step 4 - Type in your user name (number only) and password

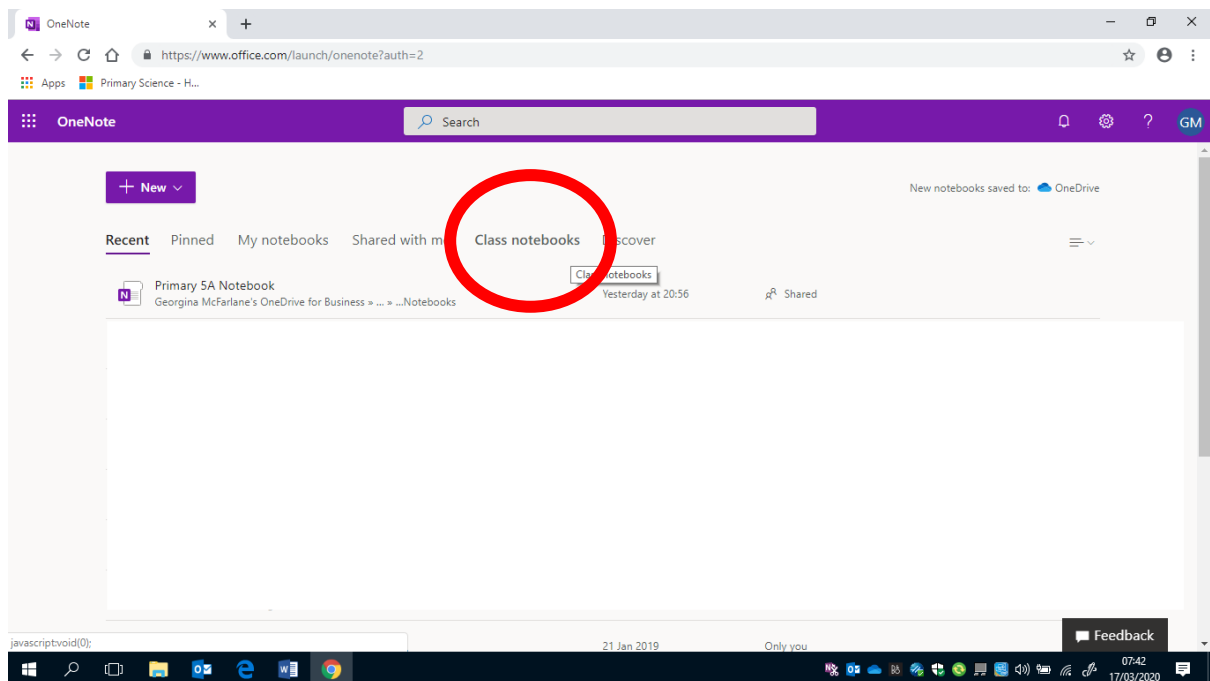


You should now be able to access your Office 365 account. See below for information on how to access your OneNote.

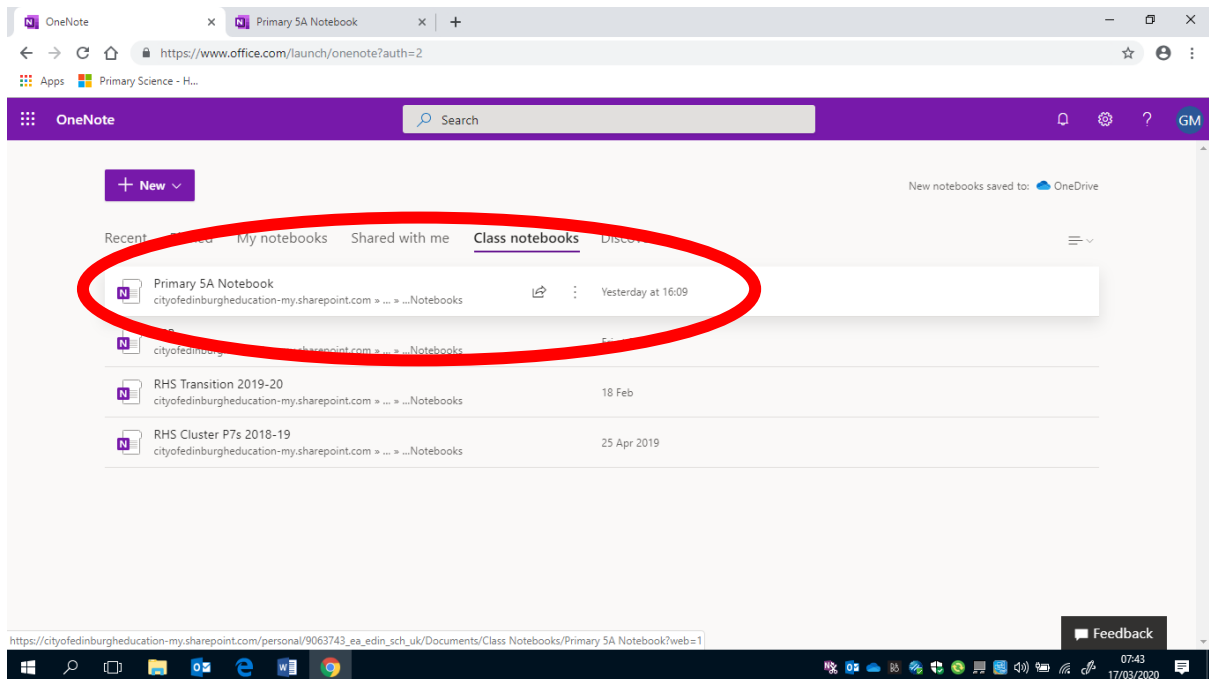
Step 5 - Select your OneNote app



Step 6 - Now select 'Class Notebooks'



Step 7 - Select your class notebook (you probably only have access to one).



Step 7 - You should now be on your class notebook. You can find tasks from your teacher at the top (the red arrow) and can share your work through your own tab by clicking on your own name (the blue arrow).

