

To Access OneNote online:

- Go to <https://www.onenote.com/hrd>
- Choose "Work or School Account"
- Type in school username followed by @lmcs.k12.ny.us
- Type in school password
- If you have not yet opened Science 7 Period 1 notebook:
 - o Go to <https://login.microsoftonline.com/>
 - o Login using your school username followed by @lmcs.k12.ny.us
 - o Type in school password
 - o Then go to the mailbox, Outlook
 - o In the mailbox there should be an email from Ms. Smith
 - o Click the link that says "Go To Science 7 Period 1"

To Download OneNote on your computer:

- Go to <https://www.onenote.com/download>
- Click "Free Download"
- If it doesn't automatically open, right click the download and click "Open"
- Select "Run"
- Once it is finished downloading, login using your school email and password

To Download the App to your tablet or phone:

- Open your app store
- Search "OneNote"
- The app is free, is purple with an "N" on it
- Once the app is downloaded, login using your school email and password

To Sync your notebook:

- **Online:**
 - o It auto saves after every change as long as you are connected to the internet
- **iPhone/iPad:**
 - o Click the three dots in the upper right corner
 - o Click "Sync Now"

To Copy Pages from the Notebook or The Homework Section in to Your Notebook

- **Online:**
 - o Right-click the page you want copied
 - o Choose "Copy"
 - o Right click the Section you want it moved into
 - **MAKE SURE YOU'RE IN YOUR OWN NOTEBOOK**
 - o Click "Paste"
- **iPhone/iPad:**
 - o Go to the section you want to copy from
 - o Slide your finger down the screen pulling the pages
 - o A bar should appear at the top
 - o Click "Edit"
 - o Select the pages you want to copy
 - o Click the icon next to the trash that looks like a section tab with an arrow
 - o Click where you want the pages copied into