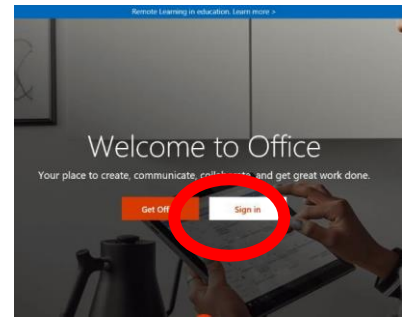


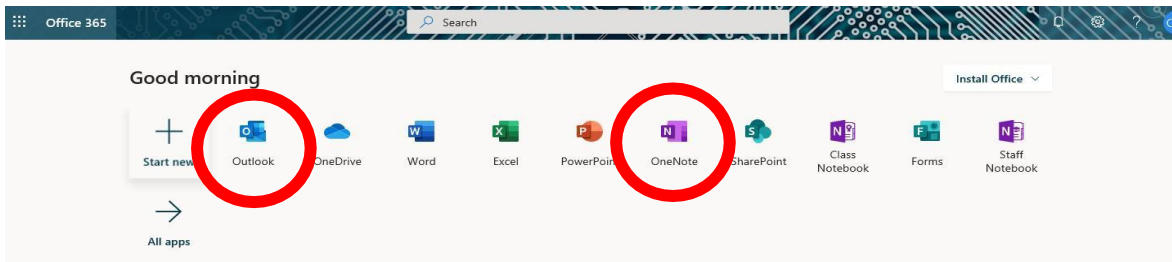
## Can you access your email and all Class Notebooks?

You can access your email and Class Notebooks on any device via the web browser by signing in at office.com using your school email address and password eg jblog13@eq.edu.au

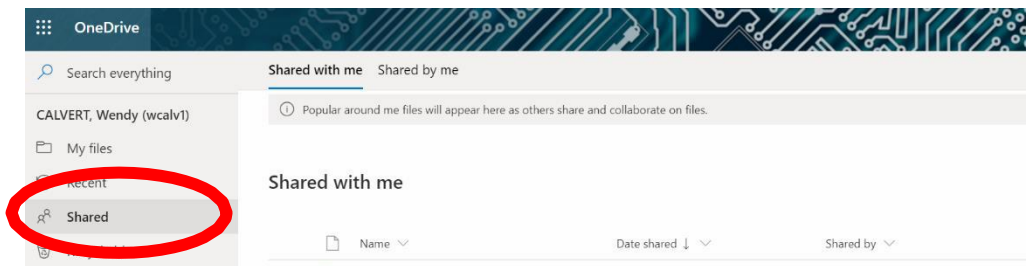
You may need to log in at a number of screens.



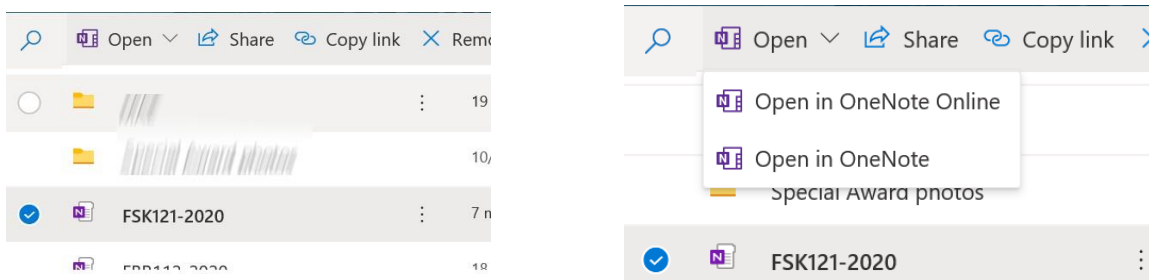
Once you have logged in to office.com **select Outlook** for emails or **OneNote**



Under **OneNote** – select **Shared**. This will show you all Class Notebooks that have been shared with you by your teachers.



Select the **required Class Notebook**, select Open, **Open in OneNote**. This will take a little time to download, but then the Class Notebook will be available in the OneNote app on your device.



### If you do not have OneNote, you can open in OneNote Online

The notebook opens in a **web browser**. You can use it in this browser, but it is more useful to open and use it in the **OneNote app**. (This allows more functionality).

To open in the app, click Edit in OneNote

To open other Class Notebooks for other subjects, repeat the process of clicking the link in office.com and then opening in the app for any Class Notebooks your require access to.



**\*\*\*If you cannot see a Class Notebook for one of your subjects, email your class teacher and request they add you to the Class Notebook.\*\*\***

**\*\*\*If you cannot log in to office.com and access your email or Class Notebooks, email Mrs Calvert [wcalv1@eq.edu.au](mailto:wcalv1@eq.edu.au) and request a password reset.\*\*\***