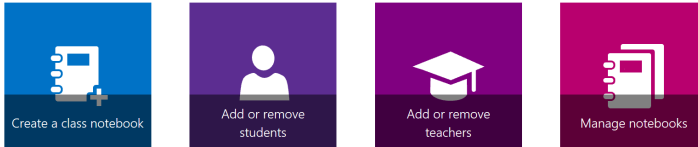


Adding or Removing Students from OneNote ClassNotebook

1. Go to www.OneNote.com/ClassNotebook and sign in with your Office365 account
2. Click on “Add or remove Students”

Welcome to the OneNote Class Notebook

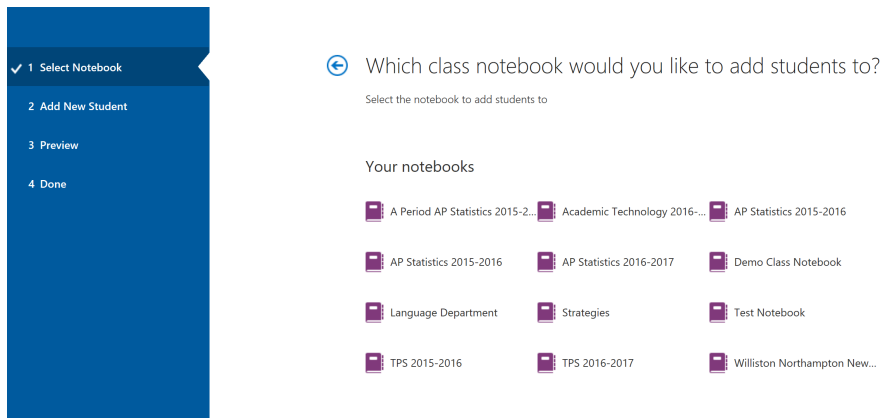
We will help you create a notebook you can use in the classroom



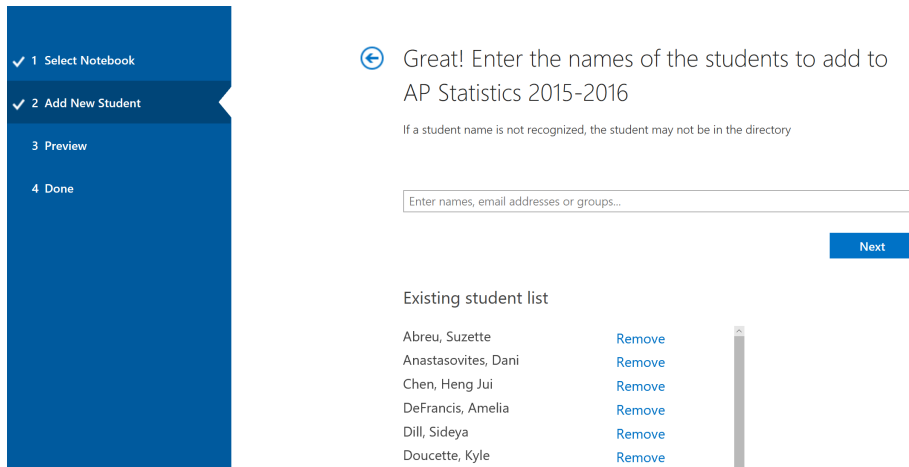
[View user guide](#)

[Download the Class Notebook Add-in](#)

3. Select the notebook to/from which you'd like to add/remove students



4. Select the name of the student you'd like to remove or type in the email address of the student you would like to add to the class. Click “next”.



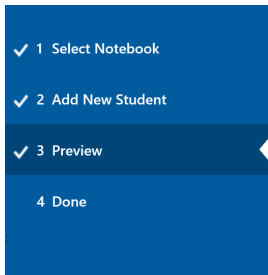
Existing student list

Abreu, Suzette

Undo



5. On the preview page, review the list of students and then scroll to the bottom and click "update".



⏪ Did we get this right? Please confirm the new student names.

27 in total

Anastasovites, Dani

Chen, Heng Jui

DeFrancis, Amelia

Update

6. The notebook will be updated.

Your notebook AP Statistics 2015-2016 is ready for you!

7. It may take some time for the changes to be reflected in your OneNote 2016 app., you can restart OneNote to sync.