

OneNote Class Notebook Access

- 1) You will receive a link to access your class notebook from your teacher. The link may be posted on your class website on Veracross, sent to you via email, distributed in class, or sent to you through some other means. If the link is emailed to you, the email may look something like the one shown below. Click on the link.

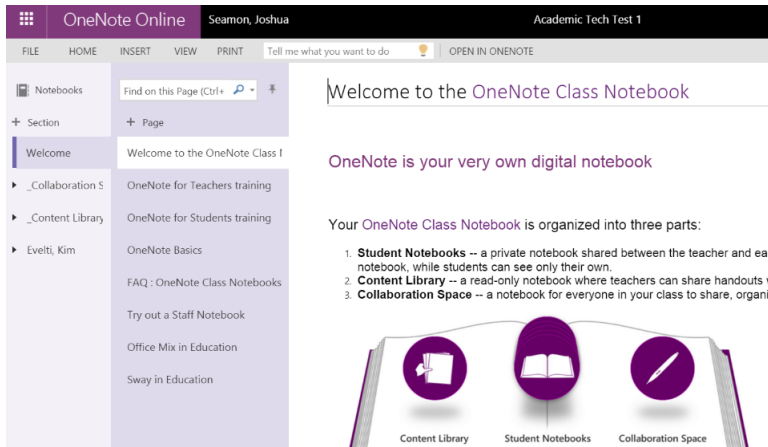
Seamon, Joshua has shared 'Academic Tech Test 1'



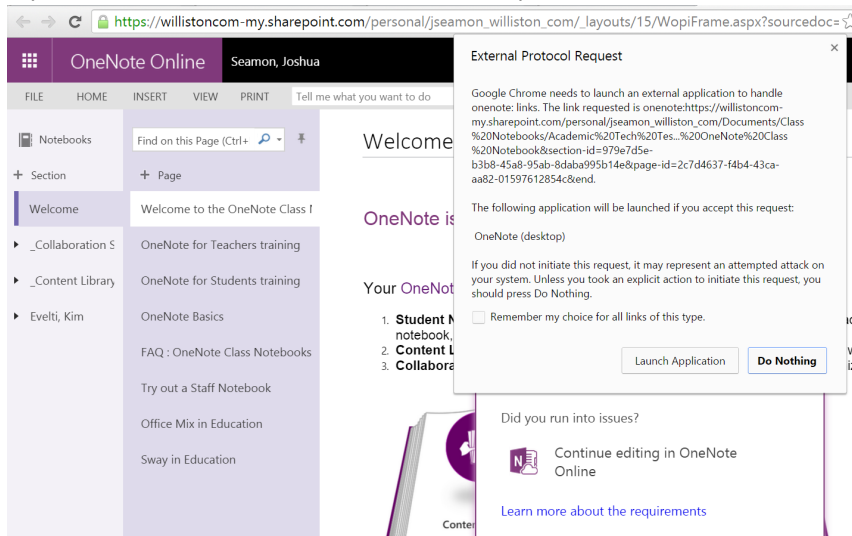
Here's the folder that Seamon, Joshua shared with you.

Go to [Academic Tech Test 1](#)

- 2) Your notebook will load in your browser. Click on “Open in OneNote” in the upper middle of the screen.



- 3) If presented with an “External Protocol Request” window, click on “Launch Application.”



- 4) OneNote should open on your computer and load the notebook at the bottom of your list of notebooks. While the notebook is loading, you may be prompted to login. If this happen, please login with your OneNote username and password and if given the choice between “Personal” and “Business (School)”, choose “**Business (School)**”. You may also be promoted to give permission for the notebook to load. Click Yes.

Note that it may take 1-2 minutes for the notebook to load.

