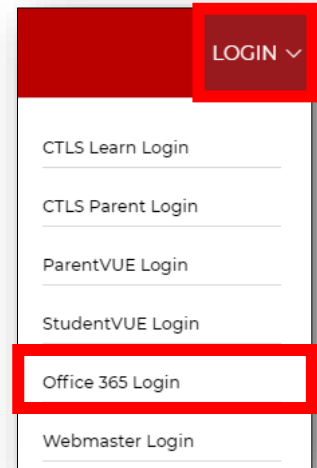


# How Students Access a Class Notebook

These directions explain how students access a Class Notebook in Office 365 from home.

1. Go to the **Cobb County School District website** at [www.cobbk12.org](http://www.cobbk12.org).
2. Click **Login**.
3. Click **Office 365 Sign-in**.



4. Students will **enter their username and password** on the sign-in page and **click Sign in**.

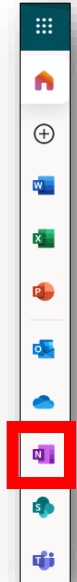
Students can log in using one of these usernames:

- a. *firstname.lastname*
- b. [firstname.lastname@students.cobbk12.org](mailto:firstname.lastname@students.cobbk12.org)

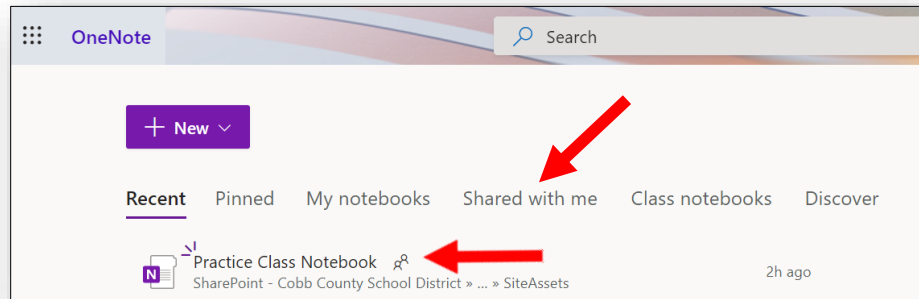
*Note: If students have a three-digit number in their username, it must be entered after the last name.*

*Password = school computer password*

5. Once logged in the student will see his or her **Office 365 Dashboard on the left side of the screen**. Click to open the **OneNote** application to access a Class Notebook.



6. Locate the name of the Class notebook under the **Shared with Me** tab.



7. Click on the name of the Class Notebook. It will open in OneNote Online.

