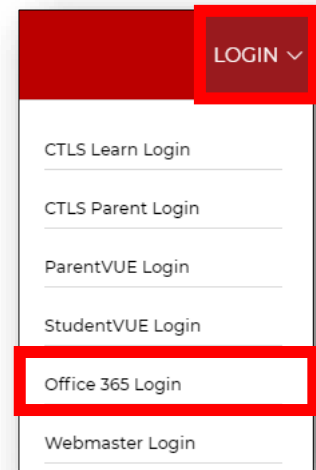


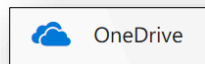
Creating a OneNote in Office 365

These directions explain how to create a OneNote in Office 365.

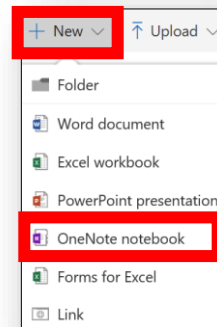
1. Log into **Office 365**.
 - a. Go to www.cobbk12.org > **Login** > **Office 365 Log-In**.
 - b. If prompted, log in using full Cobb County email address and Cobb County computer password.



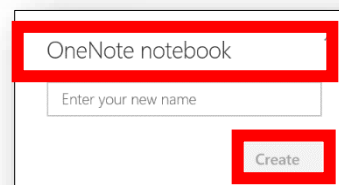
2. Click **OneDrive**.



3. Click **New** > **OneNote Notebook**.



4. Give the notebook a name and click **Create**.
Note: OneNote file names cannot be changed.



5. Your notebook will open in the online version of OneNote. To open this notebook in the desktop version of OneNote App, click **Open in App**.

