

// CLASS NOTEBOOK (LOGGING ON GUIDE)

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Open Chrome



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In the address bar type:
office.com

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3

Your log in details are slightly different to your Moodle log in

4

Your Leicester College email address will be your **college ID** number followed by '@my.leicestercollege.ac.uk'

For example if your ID number is **123456**, then your email address will be: **123456@my.leicestercollege.ac.uk**


Your **password** will be the same as your current Moodle password

5

Once you have logged into your Office 365 account, you will have full access to a range of tools and applications to aid your studies including: **Word, PowerPoint, Excel** etc.

6

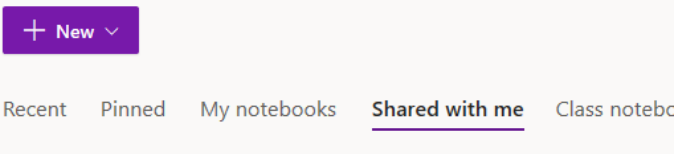
Click '**OneNote**'



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7


Click '**Shared with me**'. Here you will see Notebooks created by your teacher



+ New ▾

Recent Pinned My notebooks Shared with me Class notebc

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You can also install the OneNote app for free on your computer, tablet or phone.