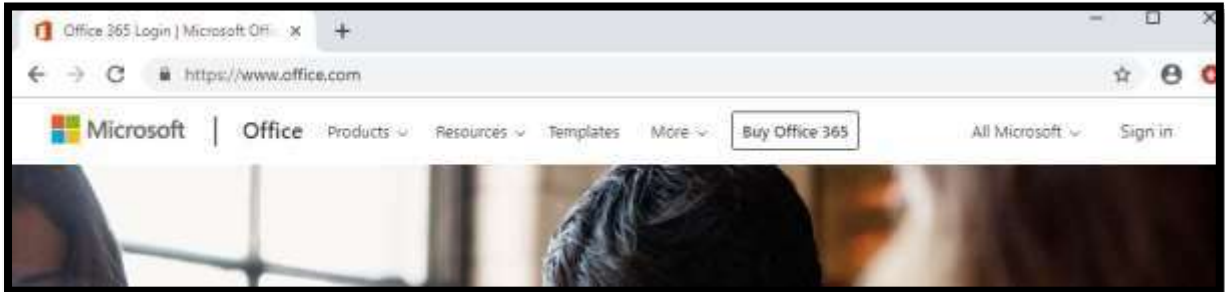


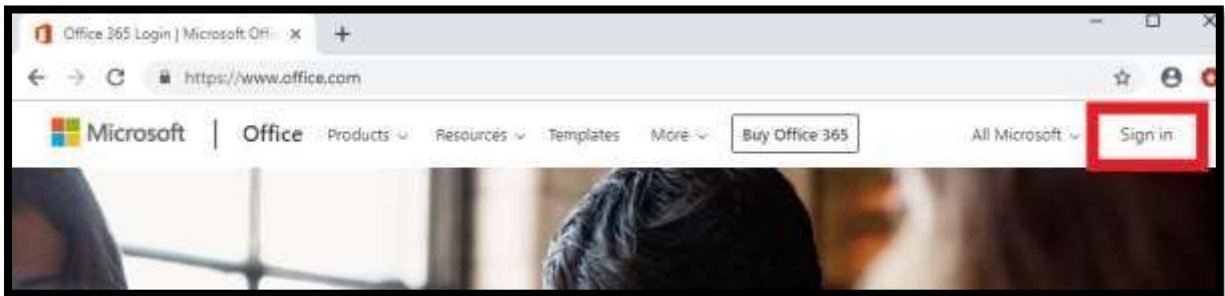
# How to find my Class Notebooks

This guide uses Google Chrome as the web browser, but the same process will work in all browsers.

## 1. Head to office.com



## 1. Click 'Sign in' in the top right corner



## 2. Sign in using the following credentials:

a. [username@macclesfieldacademy.org](mailto:username@macclesfieldacademy.org)

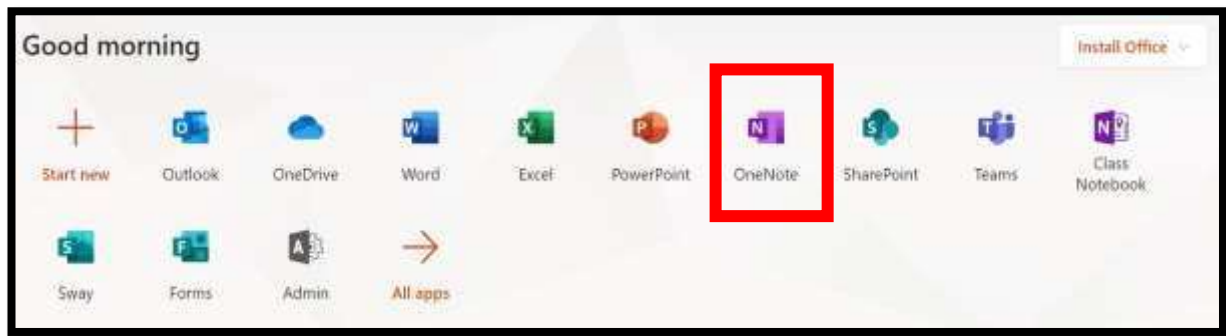
e.g. AStudent18@macclesfieldacademy.org or Staff.Name@macclesfieldacademy.org

b. Your School Password

3. You now have access to all of the Microsoft software, including **Class Notebooks** online or you can download the software onto your laptop/PC – see the separate guide on how to do this. You can save all of your work into the OneDrive folder and access it at home or at school when you return.



4. Open OneNote online by clicking on the **OneNote** icon



5. Click on **Class notebooks** and here you will find any **Class notebooks** that have been set-up by your teachers

