To Access OneNote from a Laptop or Desktop

1. Go to mail.ucs.org
2. Enter your UCS username and password.



1. This will direct you to your ucs email. This is something that you will continue to be asked to do this year, so learn how to access your email.



1. Click on the waffle  in the top bar of outlook.
2. Choose the OneNote box. 



1. Once you open OneNote, you will see a page with notebooks listed. This is the recently opened notebook page. You may not have anything listed here.



1. Click on “Shared with Me”.
2. You should see an Algebra I Notebook with your hour listed.
3. Choose that notebook.



1. You will be opened into the first tab of your Algebra I Notebook.
2. Click on 



1. You will see all of the tabs to your notebook listed to the left.
2. Start to navigate around your notebook, getting used to how it works.



1. This notebook can be accessed on a school or home computer. It can also be accessed by phone.