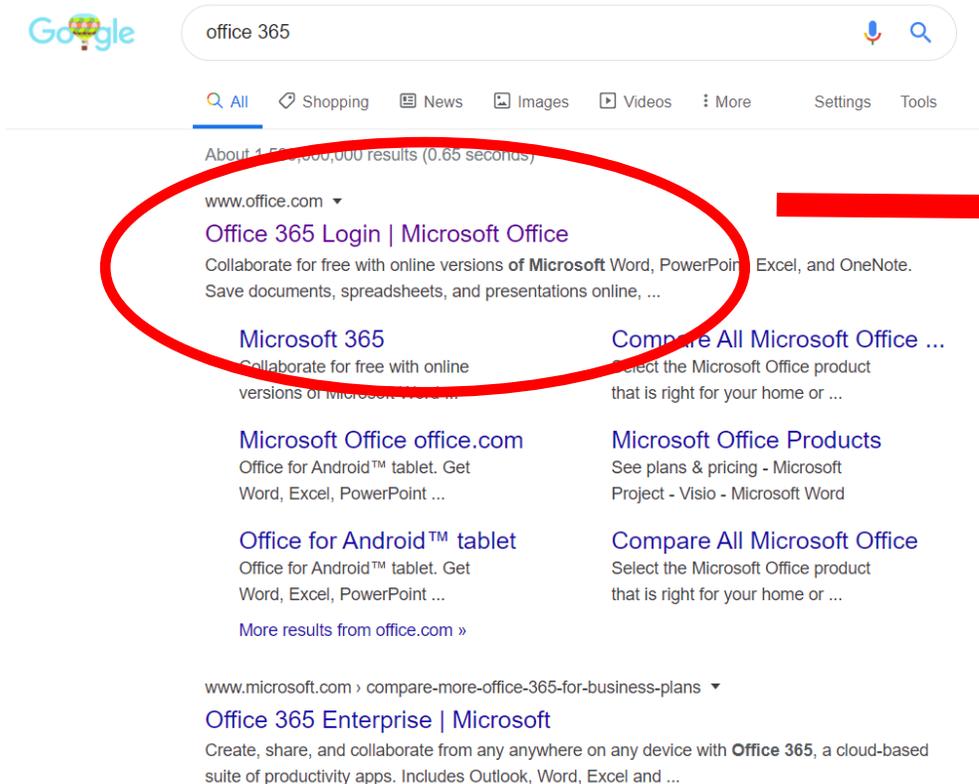


Search Office365 on search engine, such as Google.
Open Office365 login on device.

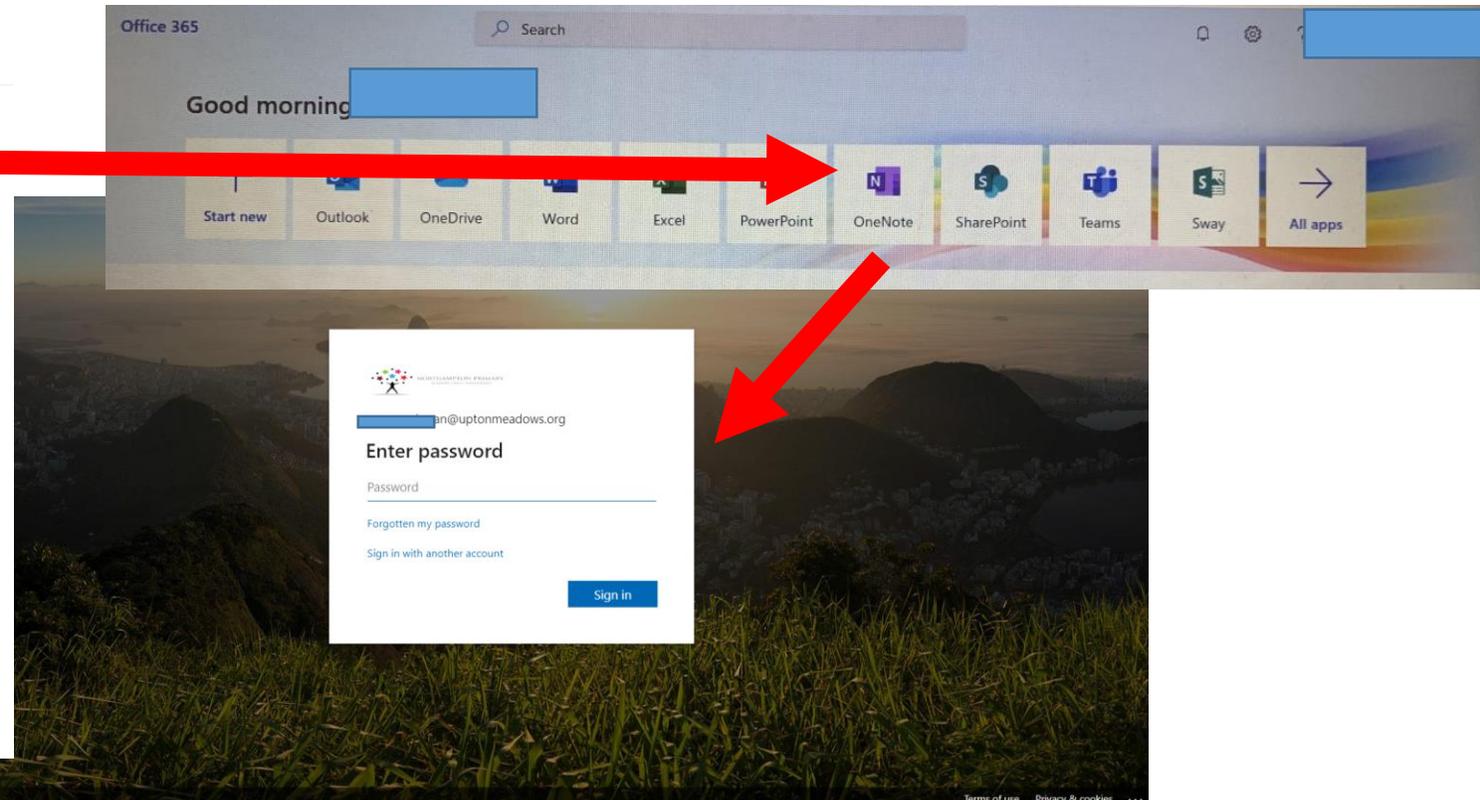
For example this might be jacob.colbourne@uptonmeadows.org
depending on how your child's name reads on our register.

Email address will be firstname.lastname@uptonmeadows.org

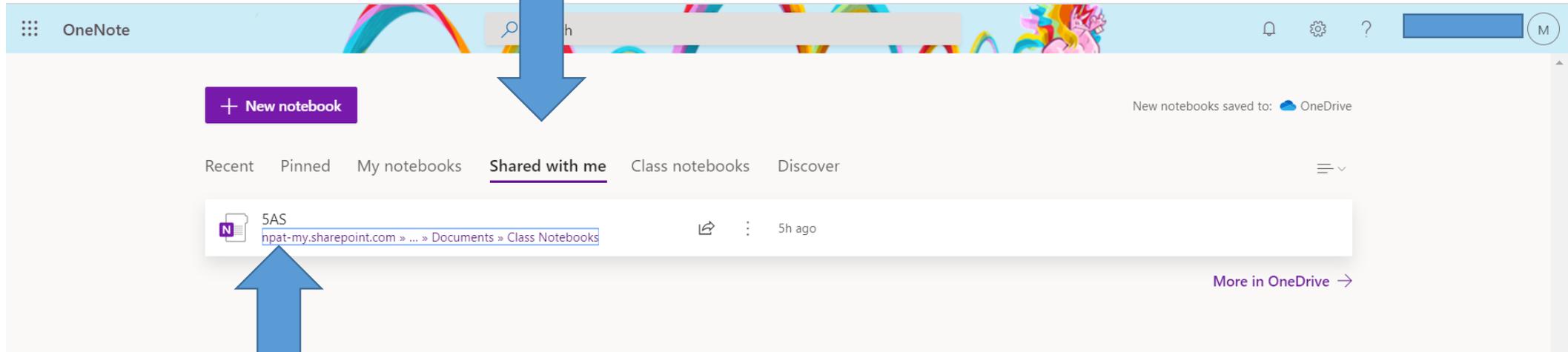
Passwords will be sent out with students.



Click on One Note

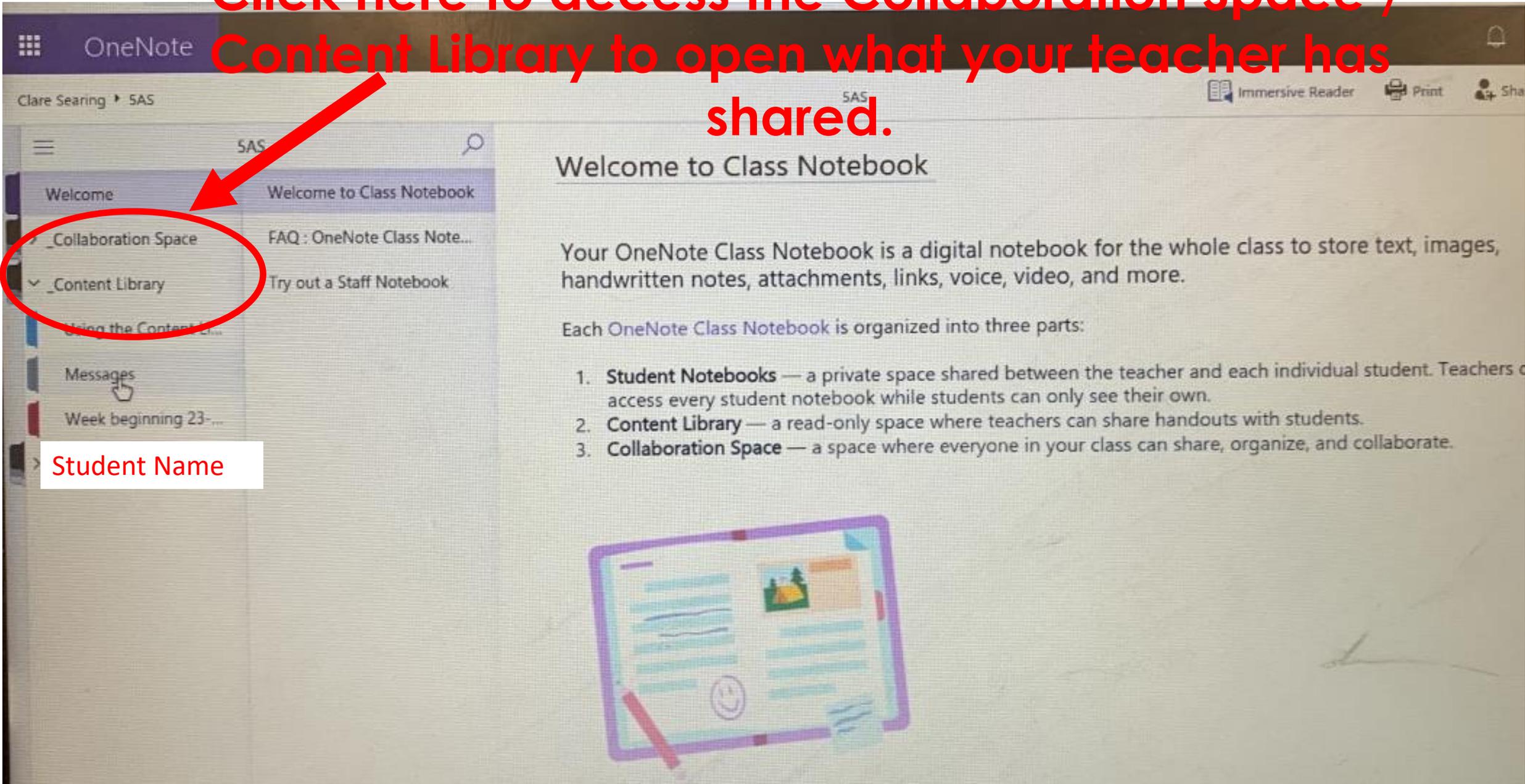


1. Click here to access the shared area.



2. Click here to access the class learning.

Click here to access the Collaboration Space / Content Library to open what your teacher has shared.

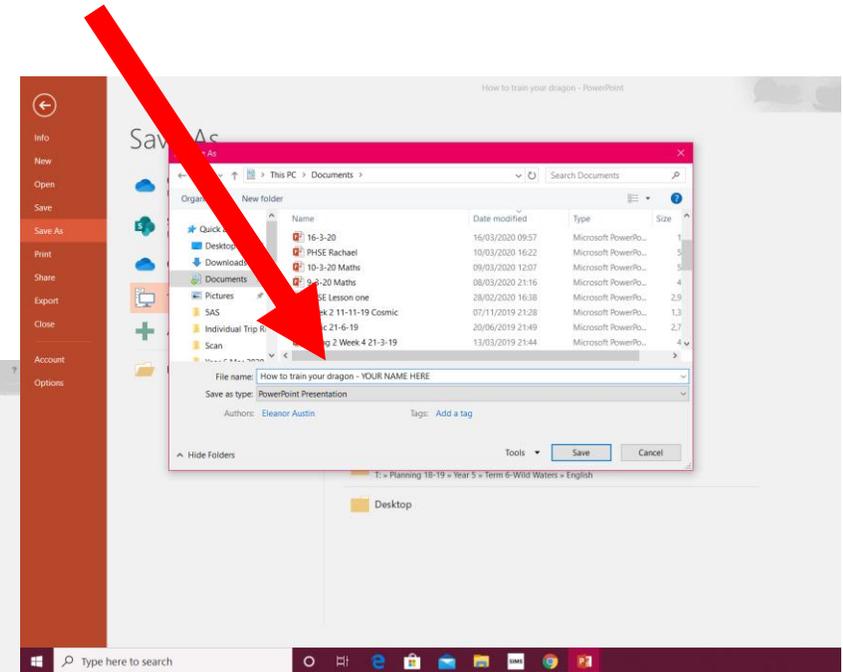
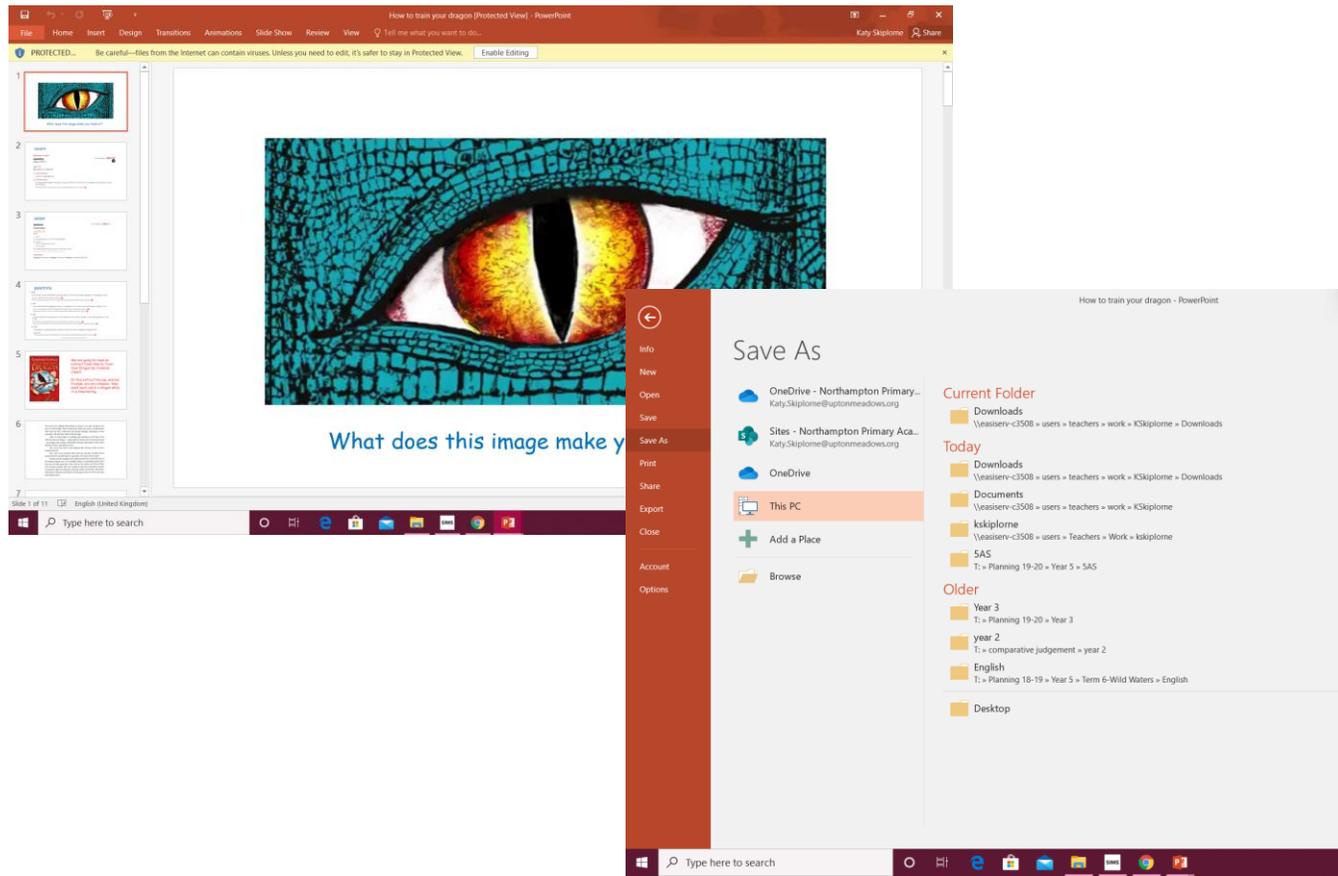


Student Name

1. Please download the work set to an area on your computer hard drive for example: my documents or to a USB device.

2. Complete the task.

3. Save the work with the progress that you have made.



5. Add the title of your document.
This needs to be the subject/title of the document you have opened.

4. Click on your name to open your area. There are folders for you to upload your saved work.

6. Click on +Page if you need to upload more than one document.

7. Click on insert and choose file to upload.

