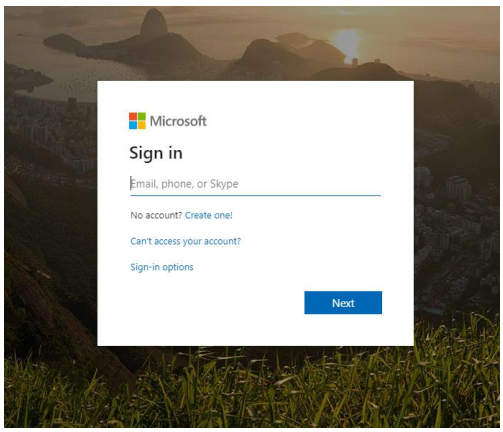
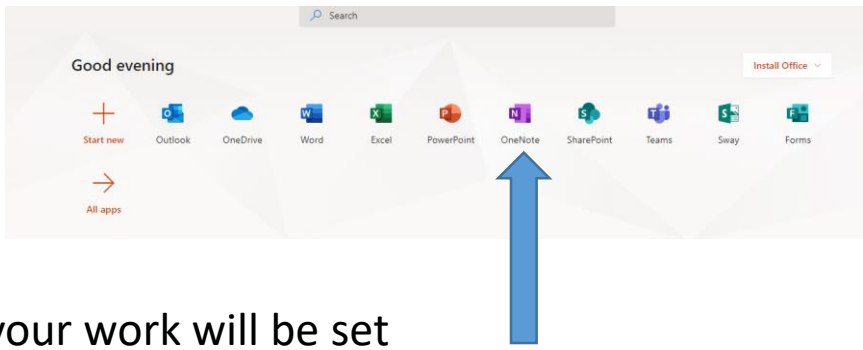
# OneNote Quick Guide

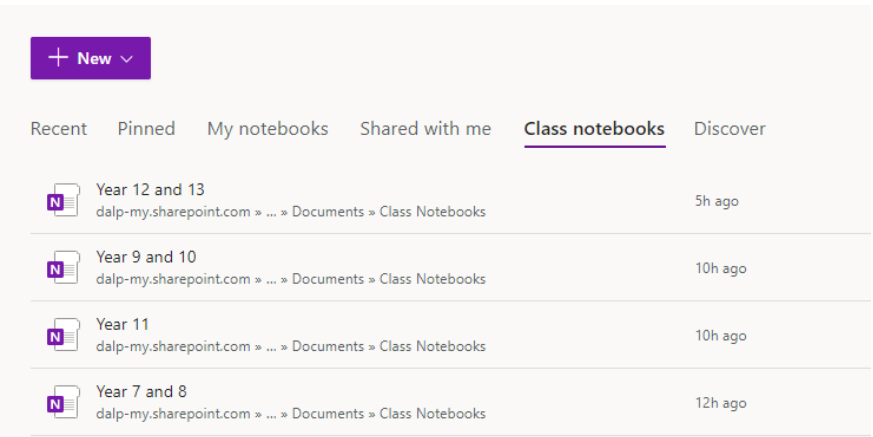



The entire Office suite of software is available to you from anywhere with an internet connection.

Go to www.office.com, click sign in, and use your usual school login details. (on your wisepay card). Contact enquiries@Walton-ac.org.uk if you have forgotten username/password.



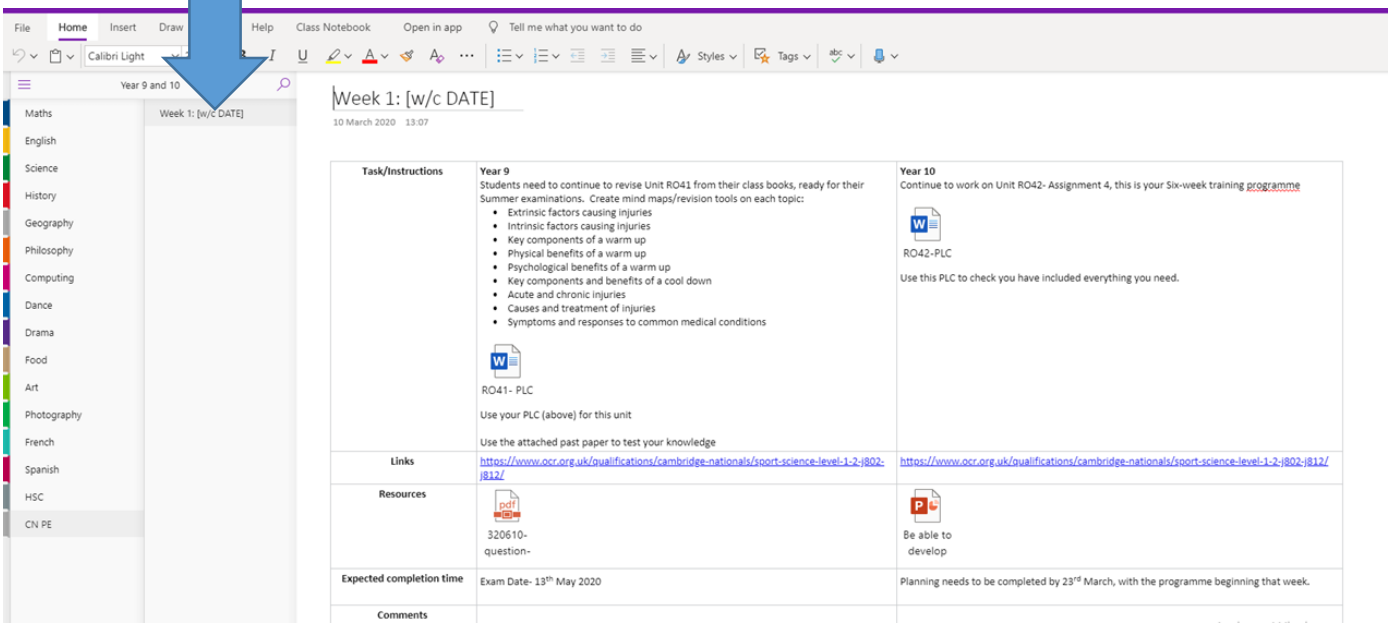

In the event of a closure, your work will be set using OneNote. Click on the icon to open your notebook menu.




Select **Class Notebooks** under which there will be a link for your year group. Click on the notebook name to open it.

On the left hand side you will see sections for each of your subjects.

Next to this will be date specific pages (dependent on length of closure).




Each page will contain details of subject specific tasks for you to complete.

There will be links to websites for support and activities.

There may also be linked files which you can download to your own areas and work on.

Some subjects may also give details of how they will be communicating further information – eg timing of emails etc.