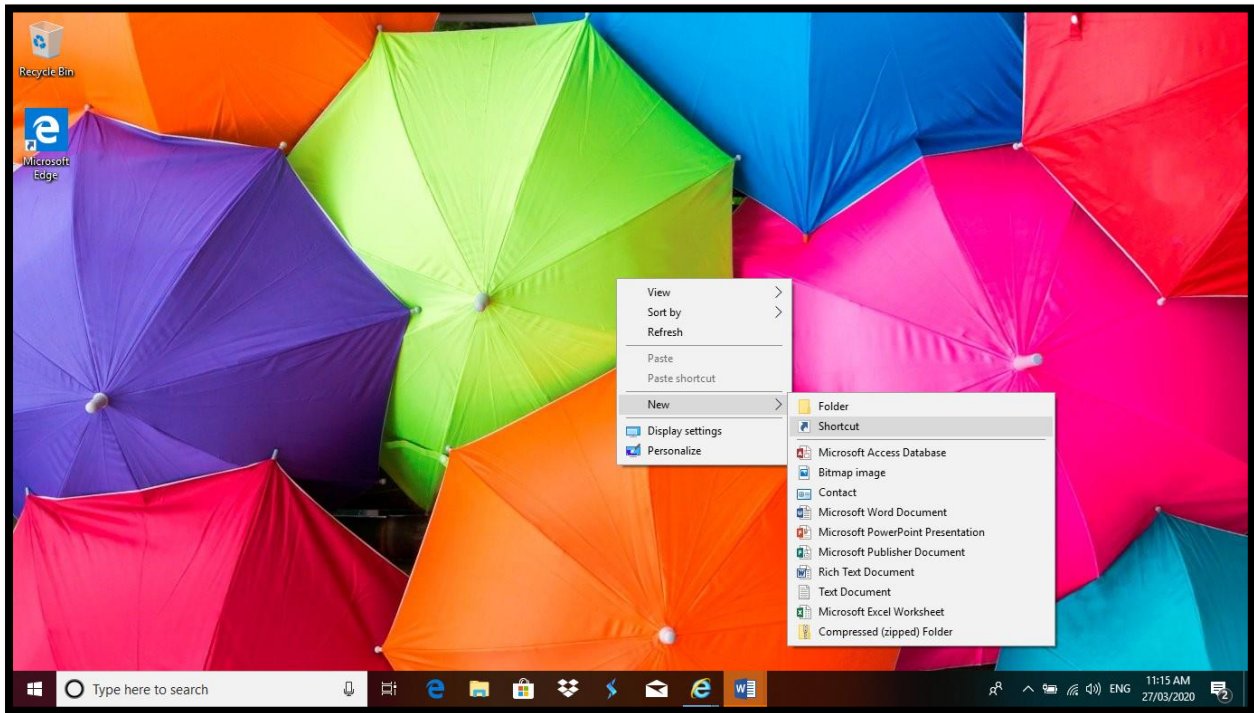
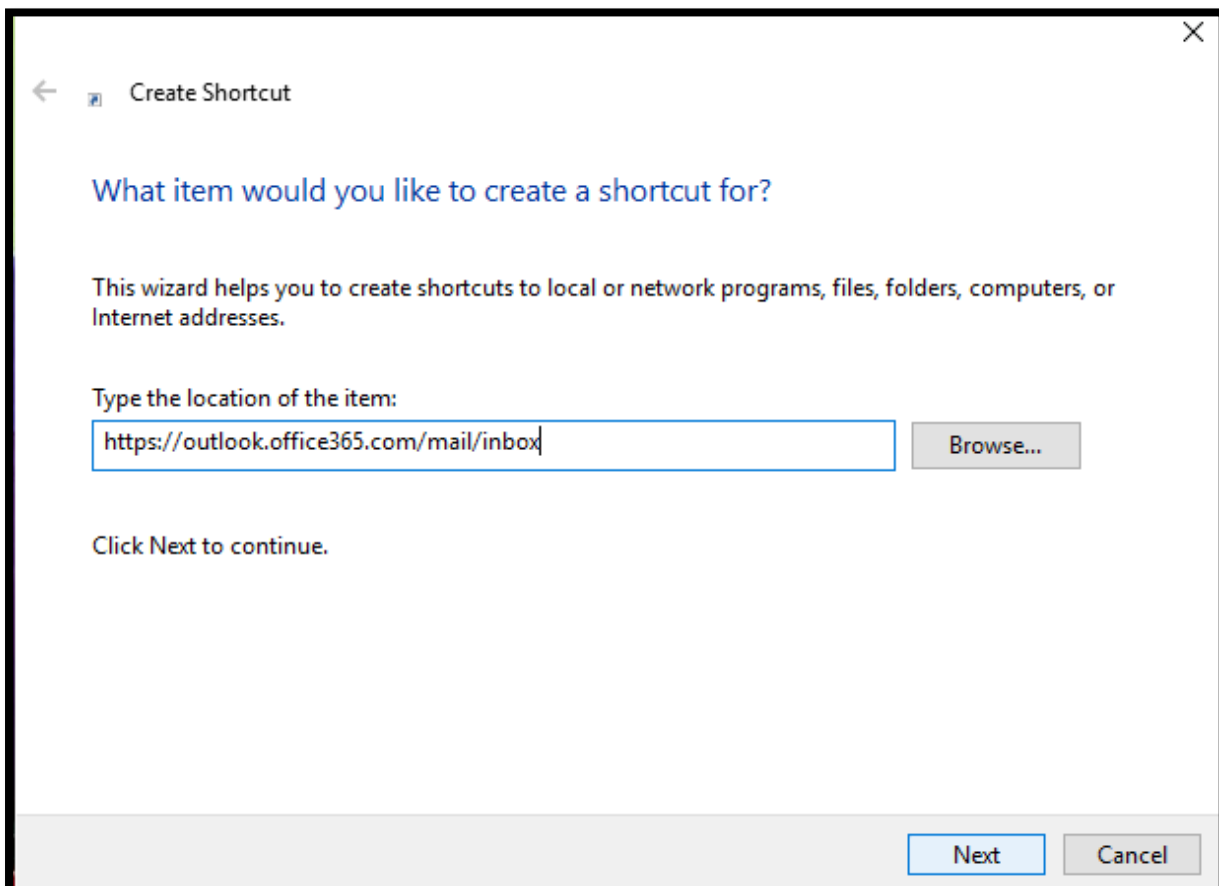


ACCESS EMAILS ON YOUR LAPTOP

STEP 1: Right click on your desktop and select 'shortcut'

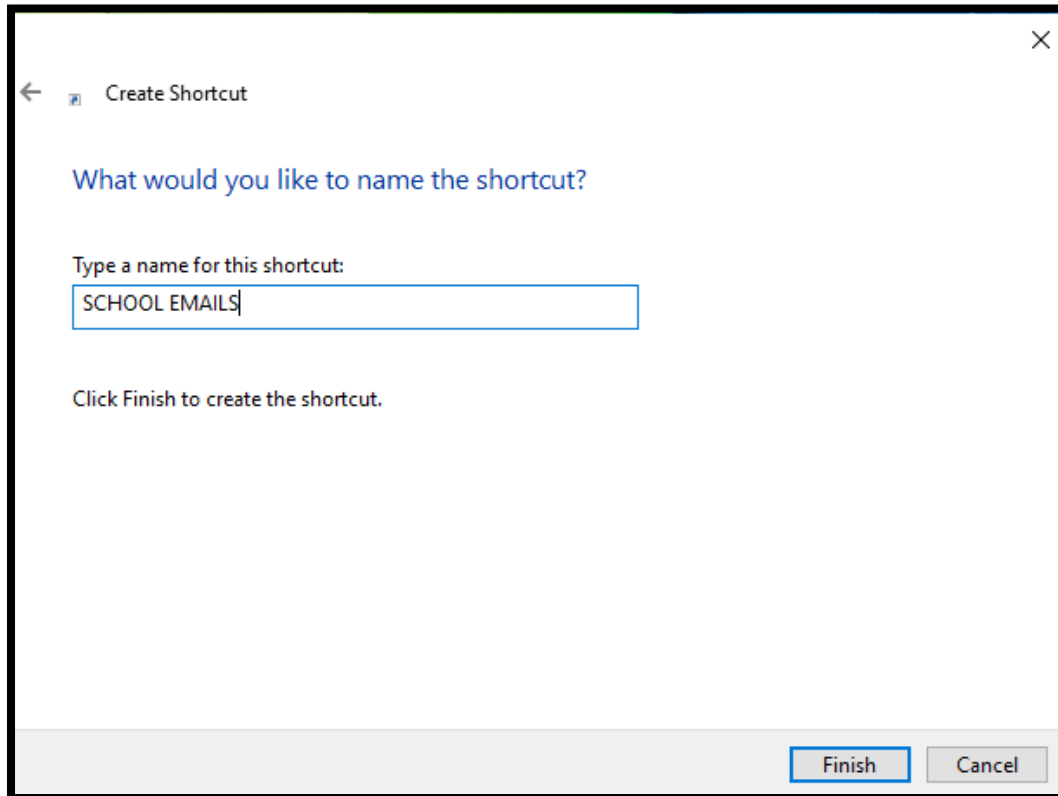


STEP 2: Enter the URL <https://outlook.office365.com/mail/inbox>



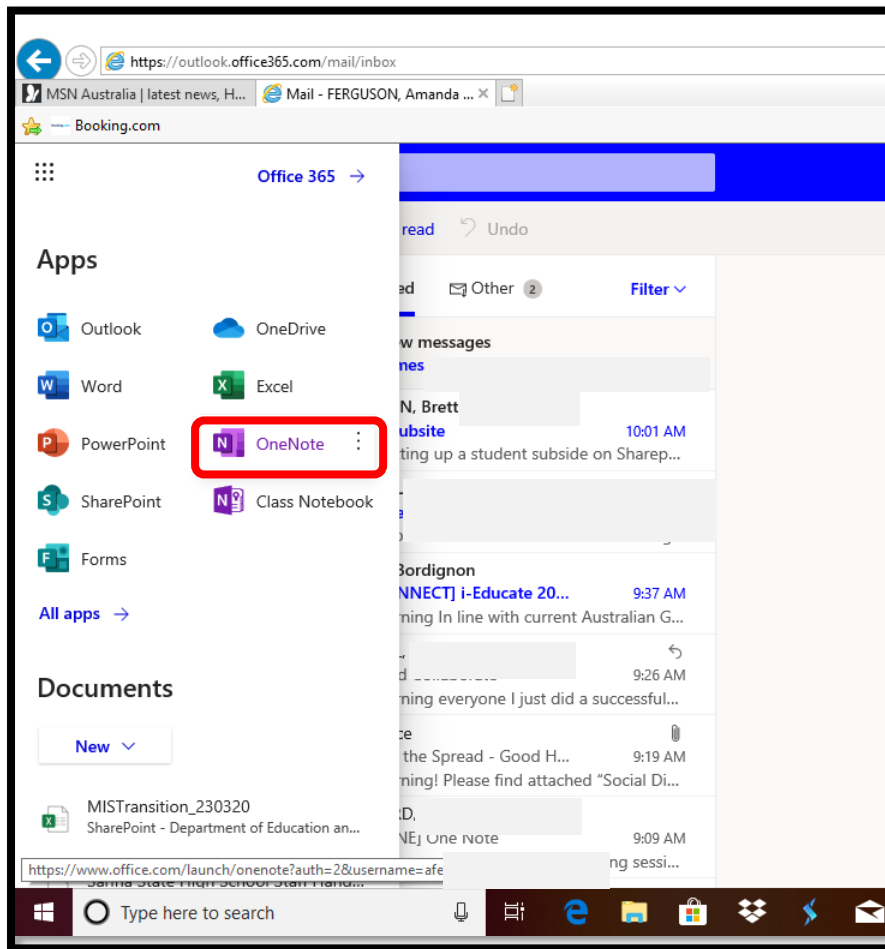
STEP 3: Type in a name you would like your shortcut to be called, For eg **'School Emails'**. Tap **'Finish'**.

You should now see an icon on your desktop in which will take you directly to your emails on the internet.



ACCESS OneNote ON YOUR LAPTOP

STEP 1: Open up your school emails (see steps above) and **Right Click on the 9 dots in the top left hand corner.** All your online Microsoft Apps will appear. Select **One Note.** Once your One Note opens up **copy the URL** at the top of the page and create a **'shortcut'** on your desktop like you did for your emails.



When your One Note opens up don't forget to check the **'Shared with Me'** tab for One Notes that may have been shared with you.

