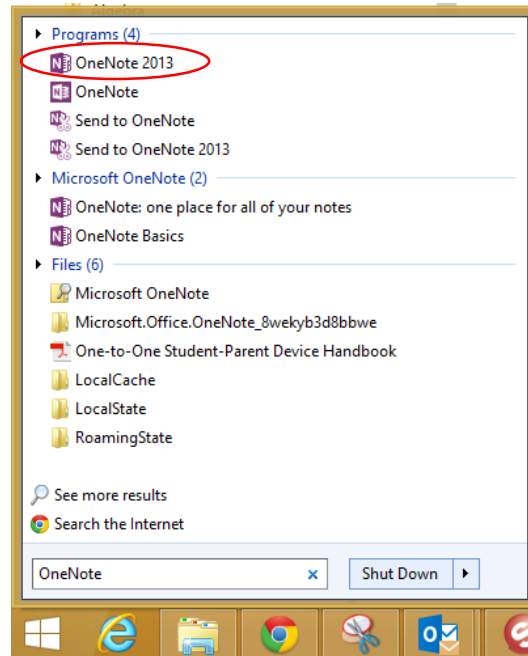
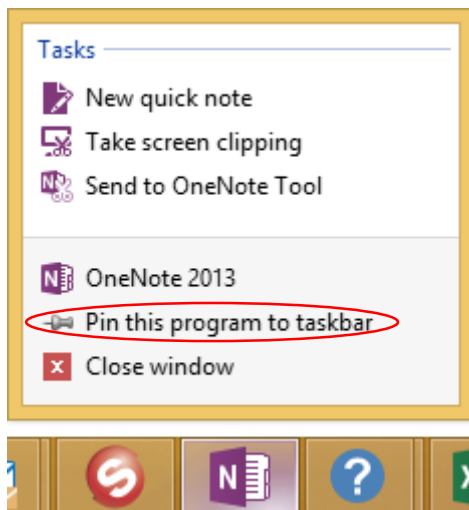


OneNote Startup Instructions

1. Pin OneNote 2013 to your task bar.

- To do this, click on the Windows button at the bottom left of your screen.
- Search “OneNote”.
- Click on “OneNote 2013” **NOT** “OneNote”.
- In the taskbar, right click on the OneNote 2013 icon and select “Pin this program to taskbar.”

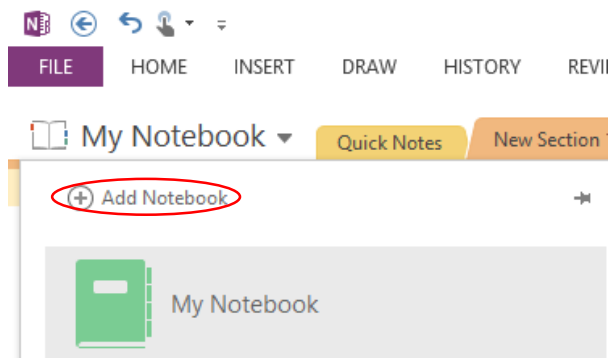


2. Make OneNote 2013 your default program.

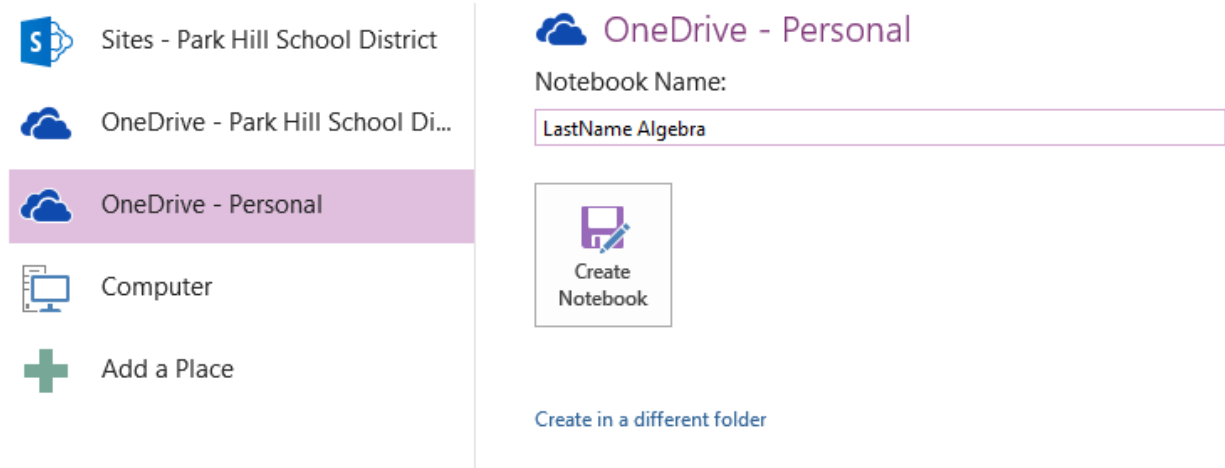
- In OneNote 2013, click on File->Options->Advanced.
- Find the section titled “Default OneNote Application” and check the box that says “Make OneNote 2013 (desktop) the default OneNote application for OneNote links, notes, and clips.”

3. Create your Algebra Notes Notebook.

- In OneNote, click the arrow next to where it says My Notebook and click “Add Notebook.”
- Make sure that you are saving your notebook to the location titled “OneDrive – Personal.” Enter in your notebook name, which should be “[LastName] Algebra.”
- Click Create Notebook.



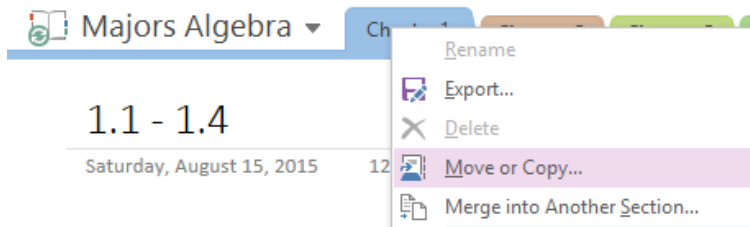
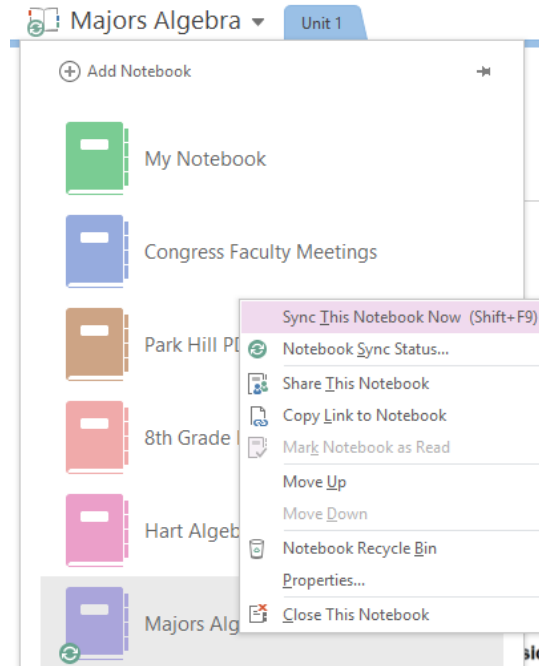
New Notebook



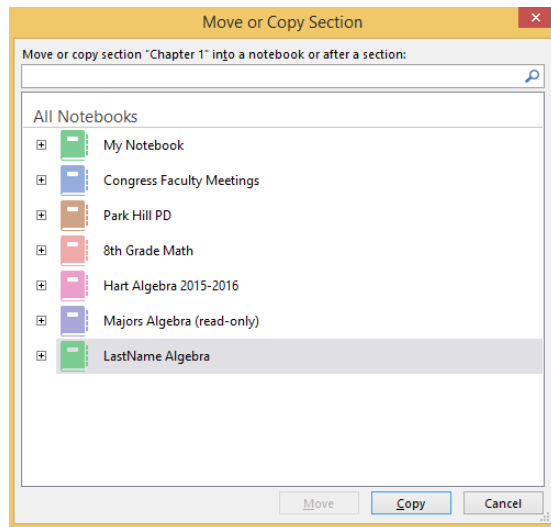
- It will ask you if you want to share this notebook with other people. Select “Not Now.”
- ### 4. Import Teacher Notes Notebook into your OneNote Application.
- Go to your email. Look for the email from your teacher titled “[Teacher] has shared (a notebook).”
 - In the email, click on the blue hyperlink.
 - It will open in Google Chrome. Select the button in the top right that says “Open in OneNote”.
 - When the security notice pops up, select “Yes.”
 - You should now have access to view your teacher’s notebook.

5. **How to add your teacher's Chapter tabs to your own notebook.**

- a. Click the drop down arrow in whatever notebook you are in.
- b. Right click your teacher's notebook and select "Sync This Notebook Now."
- c. When you **first open** your teacher's notes, you will need to copy all of the Chapter tabs to your notebook.
 - i. Right click on each tab and select "Move or Copy."



- ii. A box will pop up asking you where you want to copy this section. Select the notebook you created in step 3 ([Lastname] Algebra). Click "Copy."



that

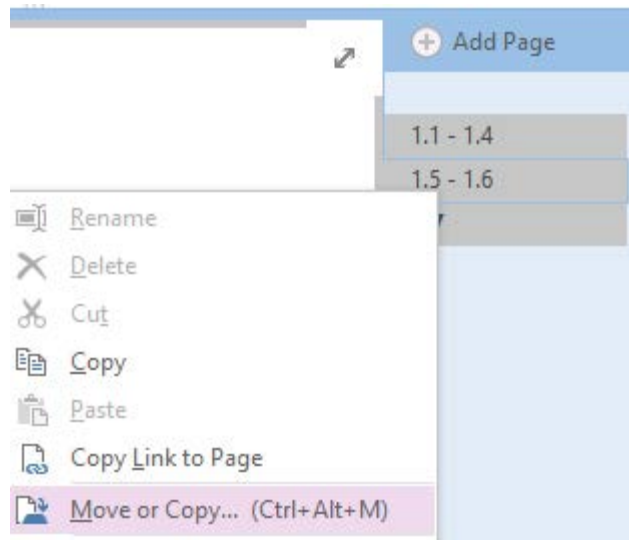
FYI: Not all of your notes for each chapter will be uploaded by your teacher at the same time. Therefore, it is your responsibility to make sure you are checking on a regular basis to see when new section notes have been uploaded to your teacher's notes notebook.

****This step is something that you will have to do on a regular basis****

6. Copying section notes from teacher notebook to your own

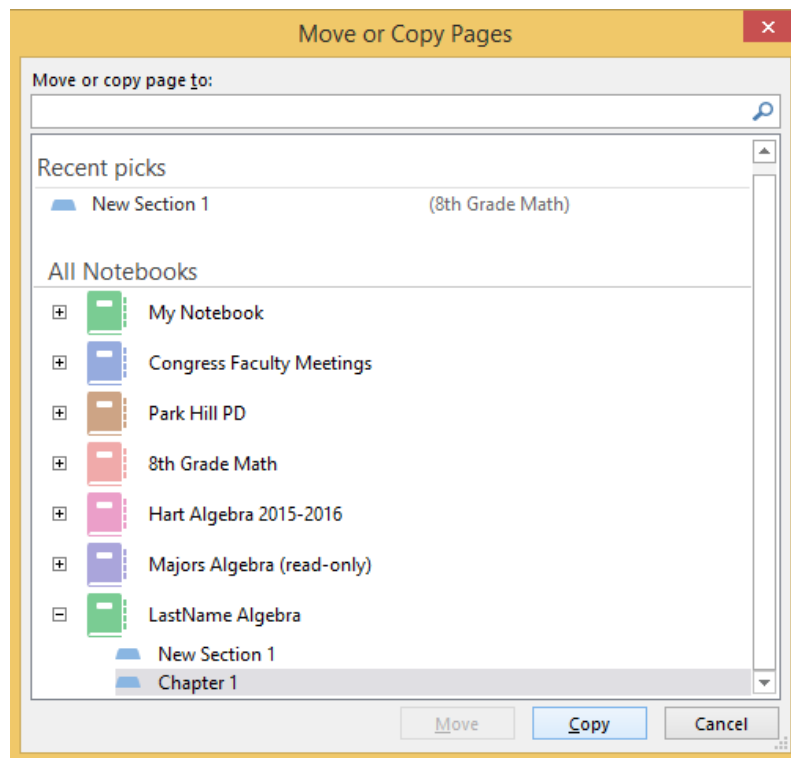
- a. Navigate to your teacher's notebook.
- b. Select the chapter tab your class is working in.
- c. On the right, you will see individual section notes. Select any sections

that you do not have in your notebook. To select multiple sections, hold down the Ctrl button on your keyboard and click on the sections you want to copy.



- d. Once you have selected the sections you want to copy, right click on the sections to copy and select "Move or Copy."

- e. A box will pop up asking you to where you want to save the pages. Find your notebook (LastName Algebra), click the plus button to expand your notebook, and choose the chapter that corresponds with the notes. Click "Copy".



- f. Navigate to your notebook and you should see the copied notes!