

To access work on OneNote, please follow the instructions below:

- [www.office.com](http://www.office.com)

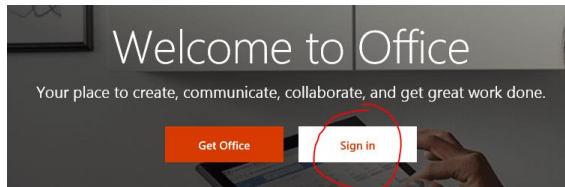
## Sign in

18examplez@monkseatonmiddle.org

No account? [Create one!](#)

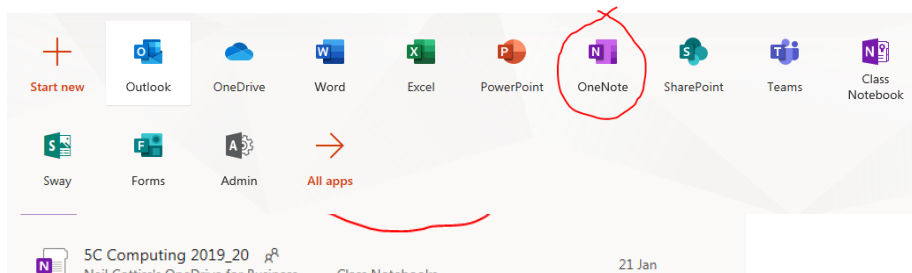
[Can't access your account?](#)

[Sign-in options](#)



Next

- Children should use their Monkseaton Middle School email address to log into Office 365.
  - Year 5: [19SurnameInitial@monkseatonmiddle.org](mailto:19SurnameInitial@monkseatonmiddle.org)
  - Year 6: [18SurnameInitial@monkseatonmiddle.org](mailto:18SurnameInitial@monkseatonmiddle.org)
  - Year 7: [17SurnameInitial@monkseatonmiddle.org](mailto:17SurnameInitial@monkseatonmiddle.org)
  - Year 8: [16SurnameInitial@monkseatonmiddle.org](mailto:16SurnameInitial@monkseatonmiddle.org)
- Next, click on the purple icon titled 'OneNote'.



- From here they will see a notebook titled with the relevant year, e.g. Year 7.
- Once the notebook has been opened, you child's name will appear in the subheadings on the left hand side. Click on the name.
- Under the name you will then see subject folders, where work has been placed.

