Getting to the Class Team/Notebook

As a student in the most advanced science and math courses at HHS, you will be using software tools that have been used in these classes historically. The Teams/OneNote environment is where you will spend most of your time in this course, both in person and virtually. There is a bit of initial setup required to get you access to the tools and the directions are outlined below.

Setting Up The CUSD Portal: If you have already used Office 365 with CUSD, proceed to "Accessing the Class Team/Notebook."

- Go to "portal.office.com"
- Enter "s[ID#]@s.cusd80.com" (example: s123456@s.cusd80.com) as your username. Hit "tab" or move to next space. It will automatically redirect you to the CUSD Office 365 sign in page.
- If the username space is filled in for you, enter your Infinite Campus password. (You must have reset your password for this year.) If not, enter in the full username as described above first.
- Follow any instructions on the screen, but **do not select** "Install Office 2016" (That is what you can use to get a free copy of Office 2016 for up to five personal devices. You might want to do this later.) It may take several minutes for the app tiles to appear.

Accessing the Class Team/Notebook:

- Select the Teams icon/tile from the CUSD Office 365 page.
- Select "Get the Windows App" (or Apple/Mac/iOS/Android for additional devices). This will install the non-web app on your device to make things faster.
- It should open to a screen title with any pre-assigned classes visible as tiles.
- Our class should be listed. Select it and you are in.

Installing A Copy Of The Class Notebook On A Device:

- Having a copy on your device allows for quicker access, and when running the Desktop version, more powerful tools. On each device you want a copy, follow the Accessing the Class Notebook instructions. Opening your work is faster, and you can work even if not connected to the internet.
- If you do not have OneNote already on your device, install it. It is a free download, or it will install as part of Office 365 which is available from the CUSD Office portal
- With our Team open on the Office 365 online app, select the tab "Class Notebook". When it opens, in the ribbon above the notebook you should see "Open in browser" or "Open in app". **Select on "Open in app".**
- If prompted always select the desktop version of OneNote (OneNote 2016 vs just OneNote, for example) to open it in. Also, if prompted, make the desktop version the default. You are done, although the data may take a bit to download from the server. If it does not work the first time, try again after several minutes. The servers are sometimes rather busy. 😊