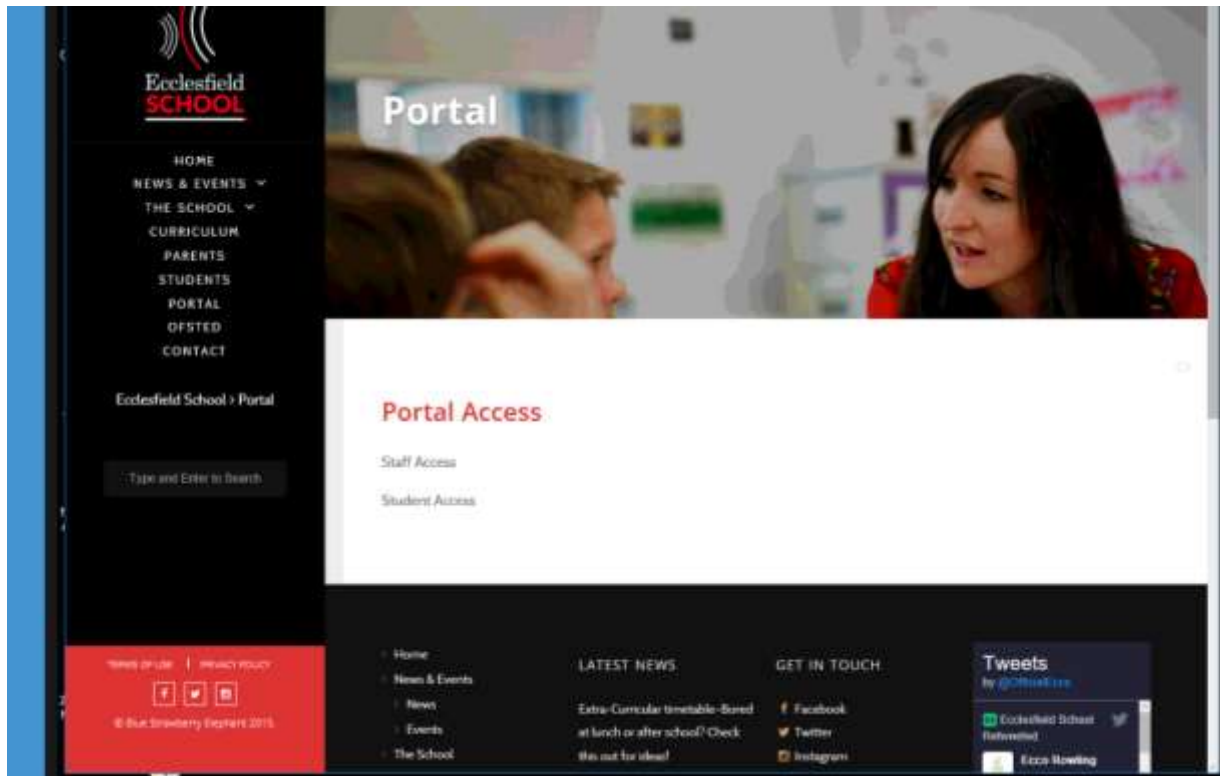


Download Office 2016 and open OneNote in the full software suite

1 – Go to Portal page of the school website, click on student access and sign in with your e-mail address and password

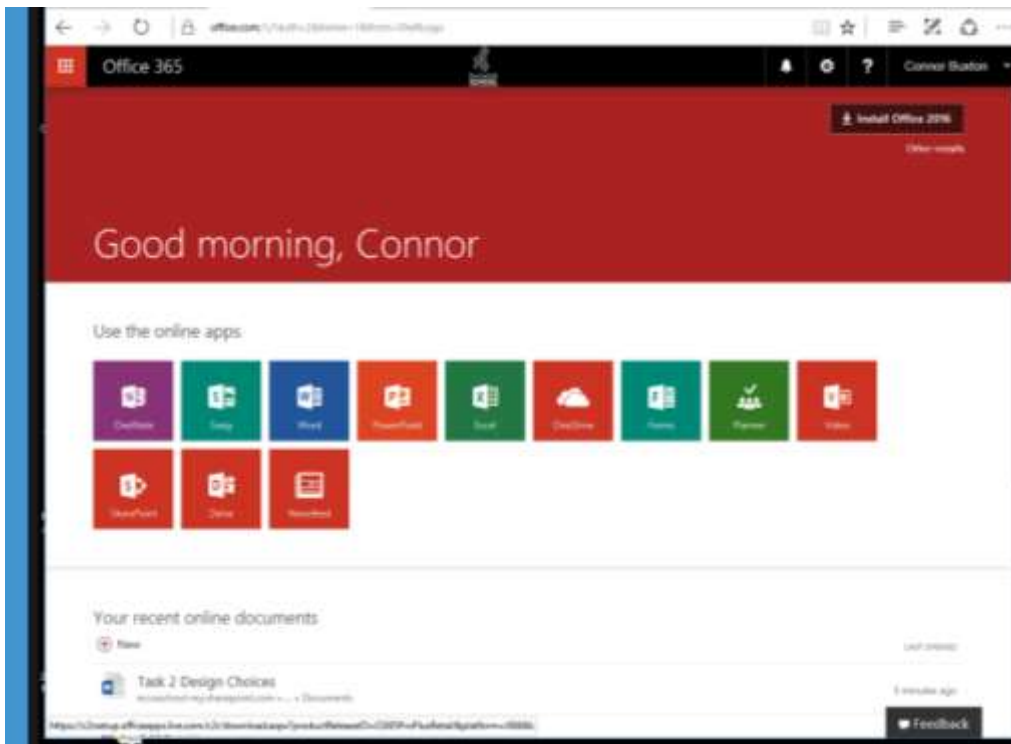
<http://ecclesfield-school.com/portal/>



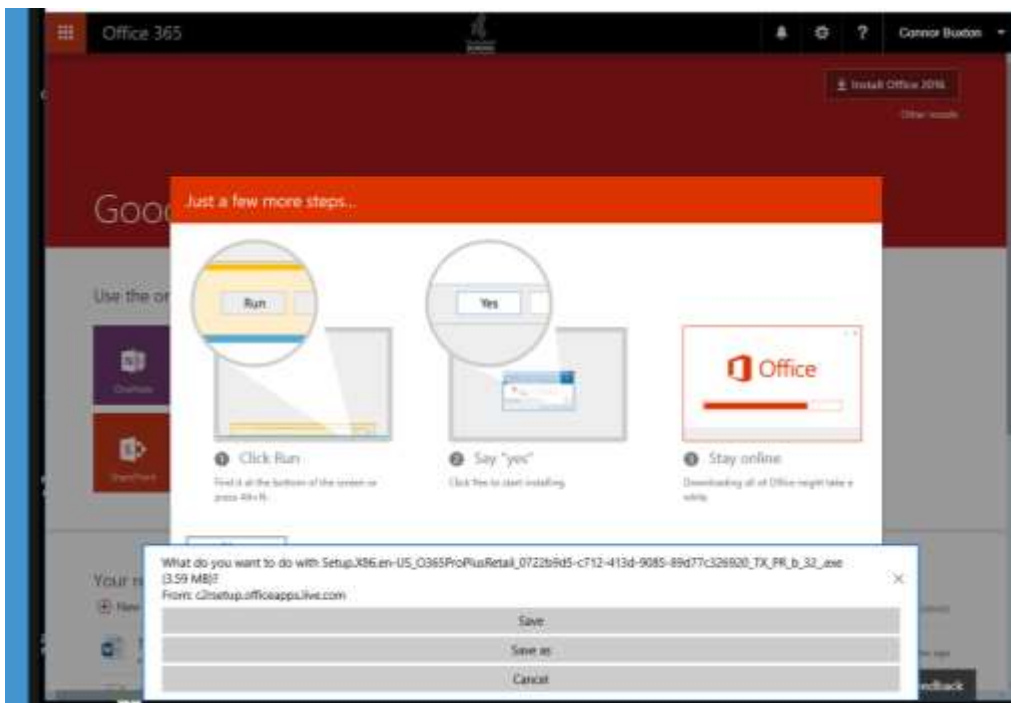
2 – Click on Office 365 at the top



3 – Next click on Install Office 2016 in the top right corner



4 – You will be prompted to save, save as or cancel. I would choose save (it will save in to your downloads folder) or save as and it will allow you to specify where you save the install exe. *Note that the appearance may differ between operating systems e.g, Windows XP, 7, 8 or 10



5 – After installing the software suite go back in to OneNote Online and click on edit in OneNote from the top menu bar. This will now open your OneNote in the Microsoft software suite rather than the online version. This means that you can open up the testing evaluation and it will open up in Word straight away.

