

OneNote Instructions

1. After receiving an invite to the OneNote (the Director of Communications will email you when they have added you), go directly to <https://www.onenote.com/> and sign in.
 - a. Do not go to outlook or other email services. Your school “email” address is not actually an email. It is just a login to use Microsoft’s online services that the school purchases for us.
2. Log in with your school address. This is similar to your Flex Time login (first four letters of your last name + first three letters of your first name + graduation year+@issaquah.wednet.edu) A kid named Barack Obama who graduates in 2020 would be ObamBar20@issaquah.wednet.edu
3. Your password should be the same as your school password you use to log in to school computers and laptops (It could be your student number if you never changed your password).
4. Once logged in, there are some tabs on the screen. Go to the “Shared With Me” tab and click on the Skyline Club Minutes 19-20 Notebook.

The screenshot shows the OneNote web interface. At the top, there is a purple header with 'OneNote' on the left and 'Feedback Tony Ly | Sign out' on the right. Below the header, the main content area is titled 'Notebooks' and features a search bar with the placeholder text 'Search my notebooks'. Underneath the search bar, there are three tabs: 'Recent', 'My Notebooks', and 'Shared with Me'. The 'Recent' tab is currently selected. Below the tabs, a list of notebooks is displayed, with the first one being 'Skyline Club Minutes 19-20' under the category 'personal » granthamj_issaquah_wednet_edu'. At the bottom of the page, there is a dark footer containing 'Change Language' on the left and 'Privacy & Cookies Legal Trademarks © 2019 Microsoft.com' on the right.

5. Once in the Notebook, you will find Sections and Pages. Each section is labelled after every club. Find your club and click on it and it will open the “pages” to your club. Here, you can upload constitutions, meeting minutes, meeting attendance, templates etc. You can upload files or just type into it or copy and paste text from somewhere else onto the page. Preferably, create a Page for every new meeting and title it with the date of the meeting. Attendances can be separate pages or in the meeting minutes.

Skyline Club Minutes 19-20	
ASB	Constitution
Amnesty International	2019-2020 Roster
Athletes for Kids	Agenda Template
Astronomy Club	Meeting Minutes Template
Badminton Club	11.6.19
Band	11.1.19
Biology Club	8.20.19
Build A Home Club	10.30.19
Cheer	10.23.19
Chess Club	10.17.19
Chinese Club	10.10.19
Pencils of Promise Club	10.7.19
+ Section	+ Page

11.6.19

Wednesday, November 6, 2019 7:07 AM

Agenda:

Call to Order

- Discuss Meeting Minutes from previous week (approval)
 - Motioned for approval by Nano munoz, jackson dean seconds, unan
- Advisor shpeel
 - BLOOD WORKS REP
- Treasurer's PO/Fundraiser/Etc.
 - Nov groups check in about funds
- Committee Updates-
 - Pros/Cons
 - Décor
 - Thank You's
 - Sports
 - Warm Clothes Drive
 - Fall Recognition
 - Veteran's Day Video
 - Gift Drive
 - Clubs
 - ASB Garage
 - New Committees
- New Business
 - Pass/Approve Items