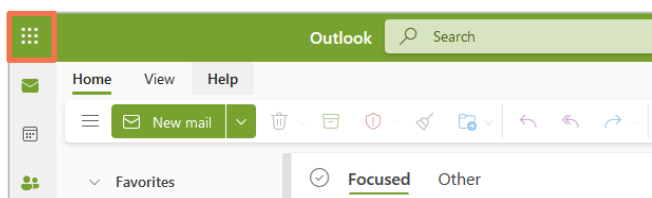


Microsoft 365 Student Year End

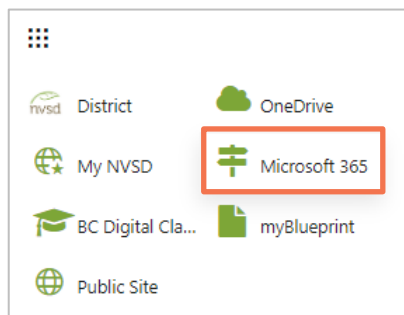
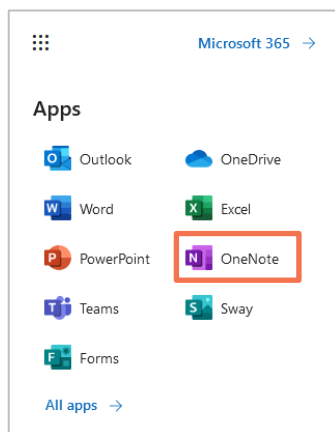
Accessing your Class Notebook & Downloading Files

Class Notebook

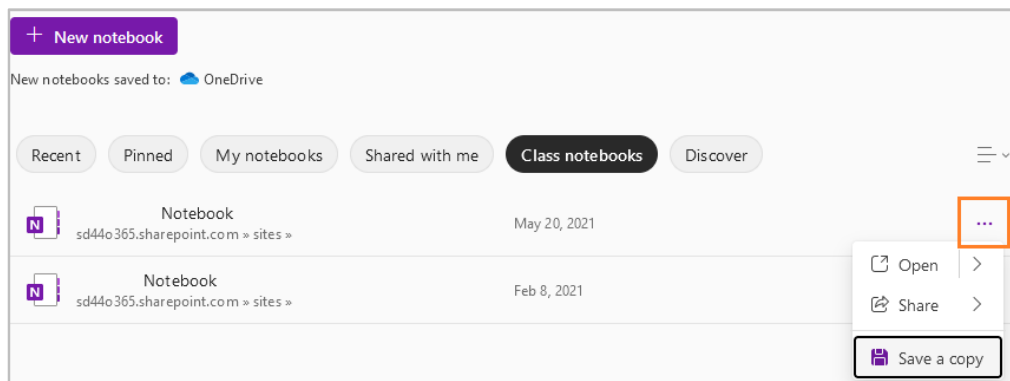
If you used Class Notebook, you will still have access to it even though your teacher may have archived the class Team. There should be no need to save or download any work contained within the notebook. The simplest way to access the class notebook after a class Team is archived is to go to your school mail and click on the 3x3 dot (waffle) grid on the upper left of the screen.



Click OneNote. If OneNote does not appear, click *Microsoft 365*, then select OneNote from the list.



Within OneNote, click the Class notebooks tab and choose the class notebook. If needed save to the alternative location. Click the *ellipses (...)* next to the file name > select *Save a copy*.

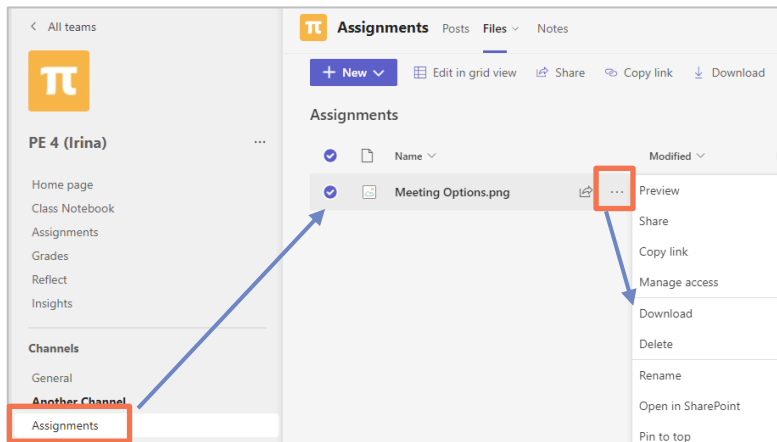


Downloading Files

Any files you wish to retain beyond those contained within your Class Notebook can be downloaded and saved to an alternative location. This may include submitted & returned assignments and/or files shared within a class team.

Open the Team.

- Submitted and returned assignments are stored in the *Assignments* tab. To download, open the individual assignment > click the *ellipsis* (...) next to the file name > choose *Download* from the dropdown list.



- Files shared within the team will appear in the Files tab of each channel of the team. To download any files go to the *Files* tab > choose file > click the *ellipsis* (...) next to the name > choose *Download* from the dropdown list.

