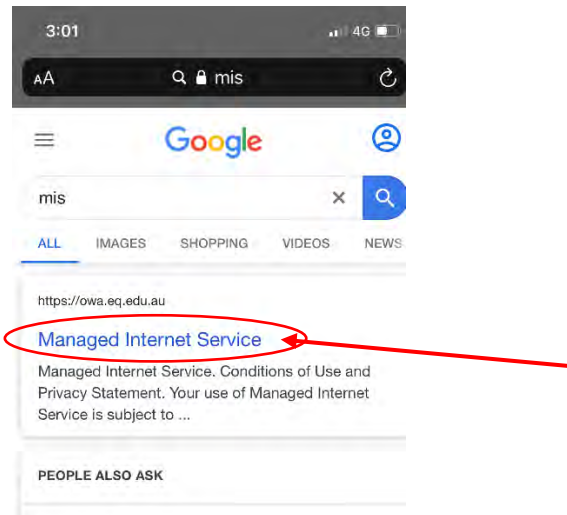# Accessing your Class OneNote
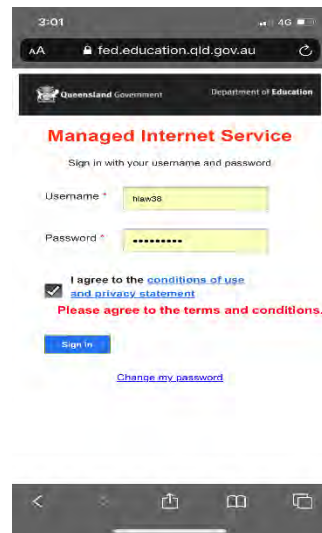
Step One –

Put 'mis' into the search engine and the **Managed Internet Service** link should appear. Click on this link:
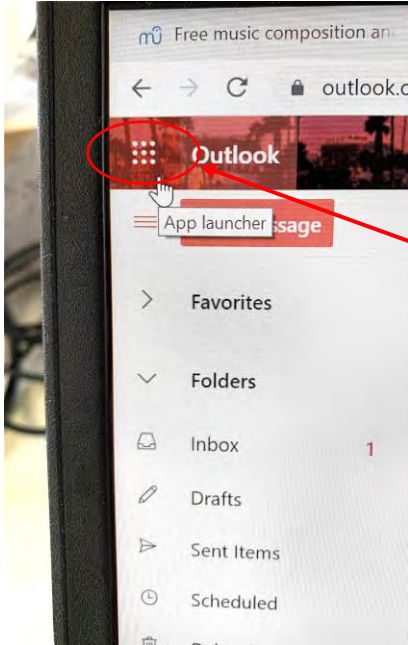

Step Two –

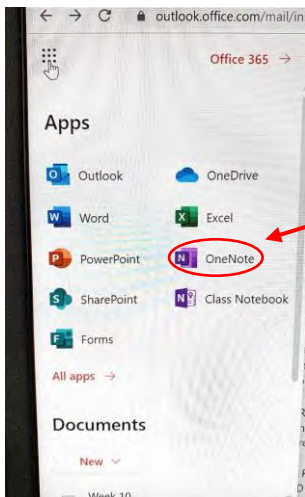Using your school username and password, sign in to the Managed Internet Service:

Step Three –

Once you have signed in, you will see nine dots up in the left hand corner. Click on this App launcher:
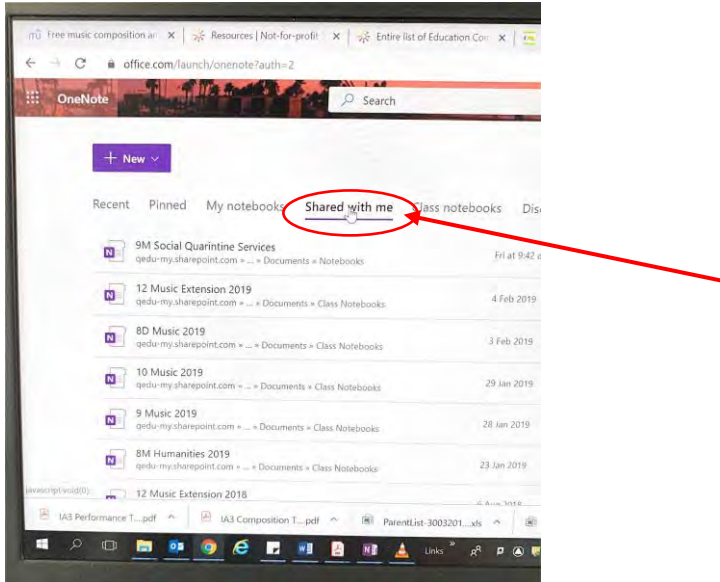

Step Four –

When you see the list of apps available, click on the **OneNote** icon:

Step Five –

Click on the **Shared with me** tab and you should find the relevant class OneNote:

Step Six –

Once you are in the OneNote and the material has uploaded, click on the tab that reads **Open in app** (the OneNote will work much faster in the app and should automatically sync with the online OneNote as it is updated):