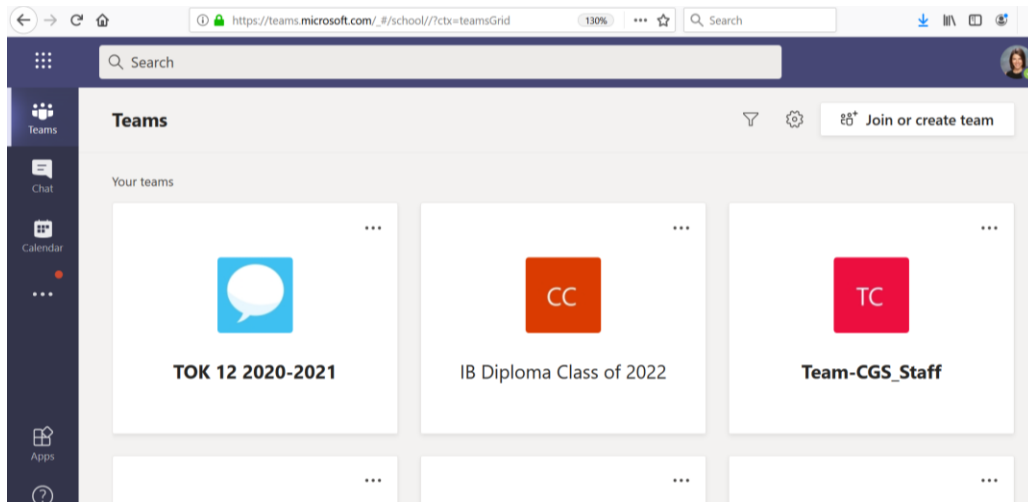
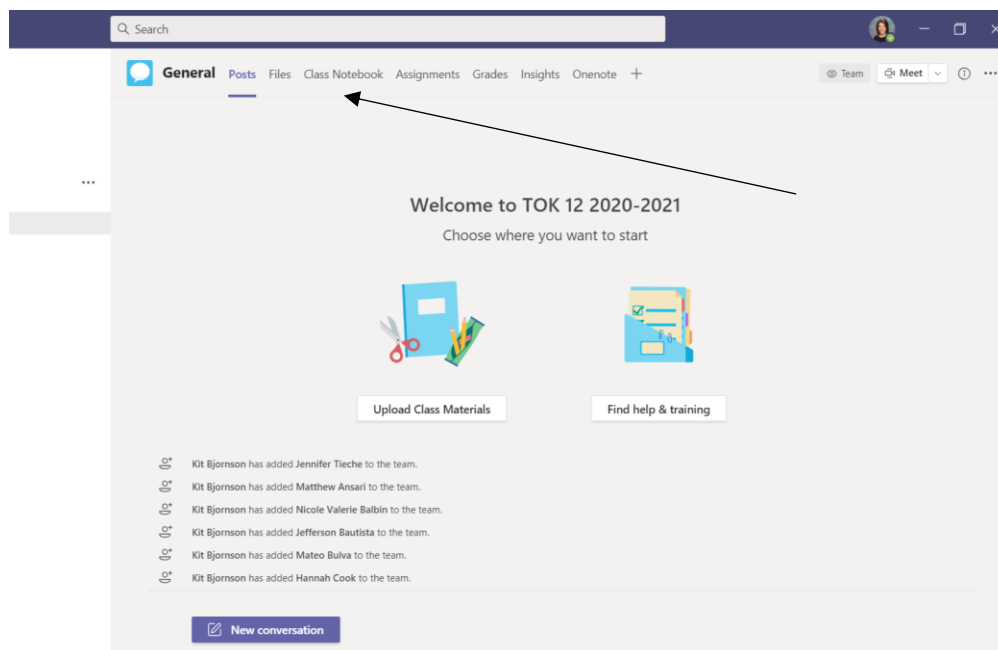


Getting to Class Notebook

1. Open the **Microsoft Teams App** OR access Microsoft Teams from a web browser.
2. When you get into the app or web browser you will see this.

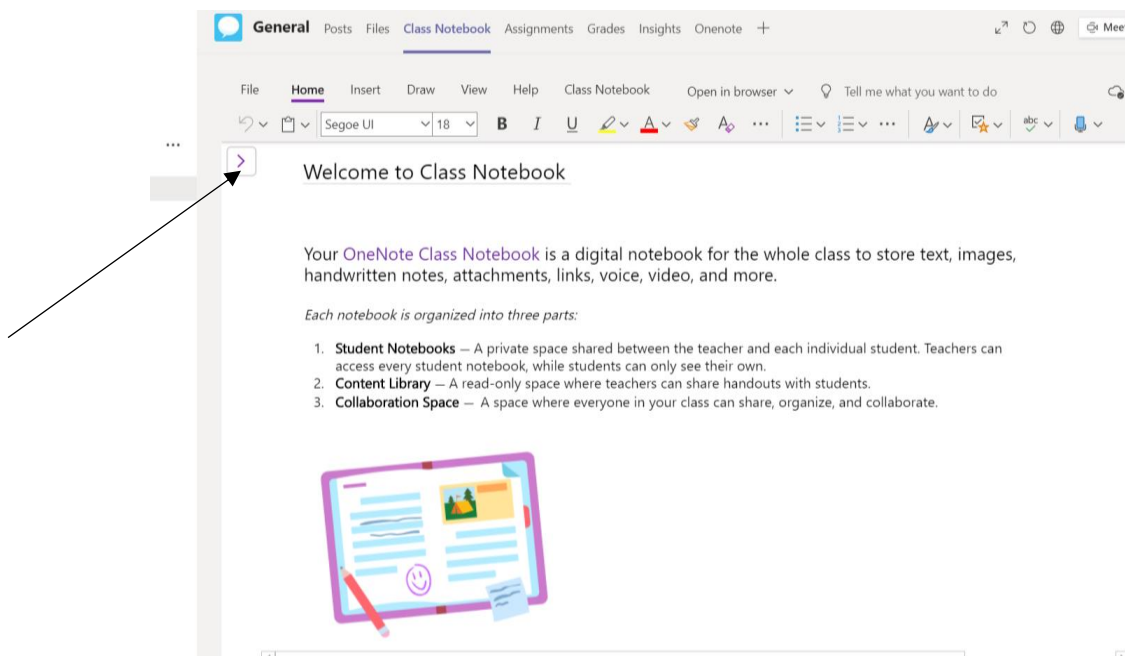


3. **Click on the Team** for the Class Notebook you want to access.
4. When click into your Team, you'll see something like this.
5. **Click Class Notebook**

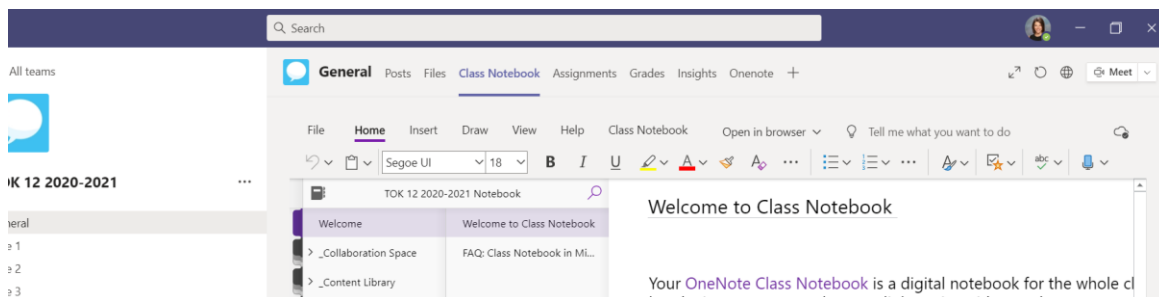


6. You'll see something like this.

7. Click on the purple greater than sign >



8. You'll see something like this:



Notice the folders: collaboration space, content library and the folder with your name on it.

Notice the top tabs: files, assignments etc