1. Find 'Emerald eCase Collection' database in Library Database A-Z list, 'E' tab.

2. 'Log in' to Emerald platform if you already have an account. If not, you can click 'Register' to create your personal account in Emerald platform.

3. After logging in, open the following URL in a new tab to activate the 'Teaching Notes' tool.

   [URL: https://www.emeraldinsight.com/token/VW7SY7AYXSF6TS6MRKF/instructor]
4. Once activated, you may start to search or browse the cases. You will see the 'Teaching Notes' tool in right-hand column and click it to view more details.

Notes: Activation is a single action. You do not need to activate every time. Once successfully activated, you may log on to the platform to use 'Teaching Notes' tool directly in future.