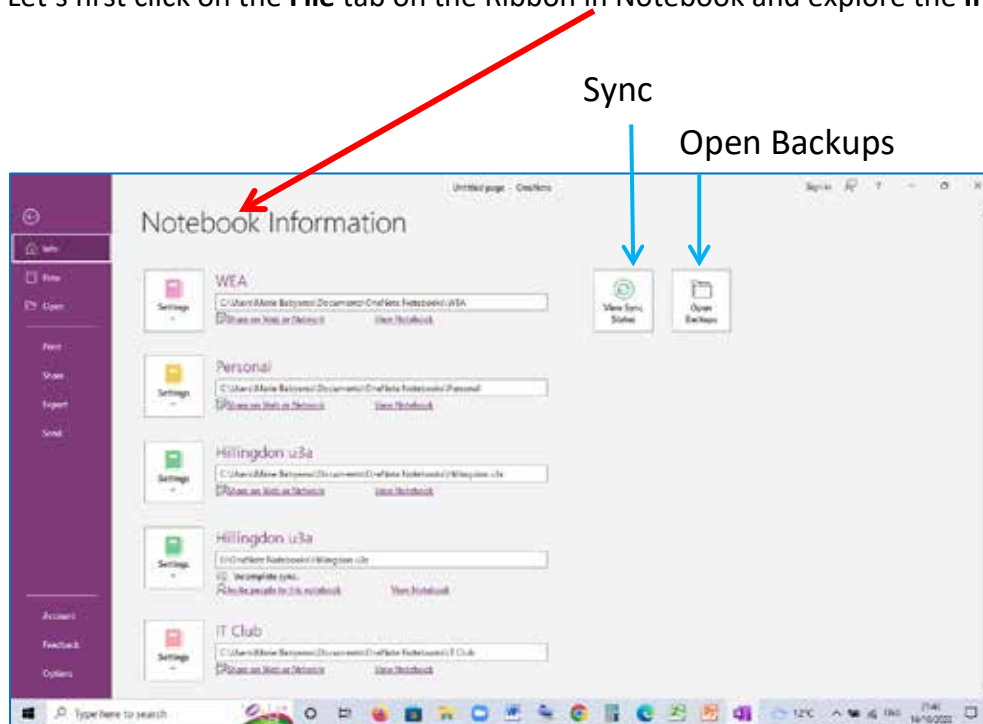


How to Share and Collaborate a Notebook in OneNote

OneNote can be used in a limited way or it can be used more extensively by sharing and collaborating documents and information with others.

The **File** tab on the ribbon in OneNote takes you to the back stage view, where you can create a new Notebook, open a previously created Notebook, Export files, Share a Notebooks, invite people to a shared Notebook, Sync changes in Notebook, and Back Up, Save, Print files, etc.

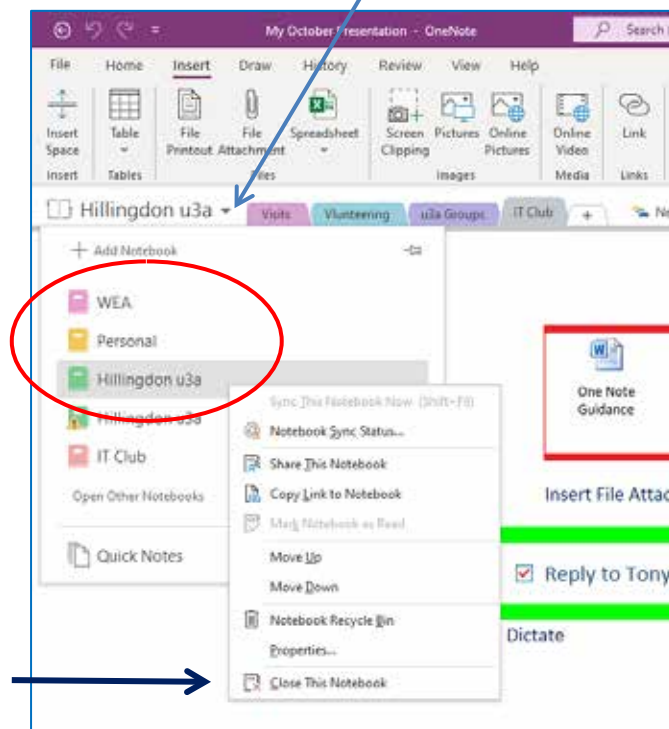
Let's first click on the **File** tab on the Ribbon in Notebook and explore the **Info** section.



In the Info section you can:

1. Change file **location**, **view** Notebook files and change file properties from the **Settings** icon where you can also close a file
2. Click on **View Sync Status** icon on the screen. Those who have been given access to the shared Notebook, can start making changes to it. The changes are automatically saved periodically in order to synchronise the changes. You can also manually 'Sync' the changes by changing the 'Sync' settings.
3. Click on **Open Backups** icon to see the file backups on your computer's OS C:
4. Decide who can **share/view** your Notebooks.

5. **Close** a Notebook by clicking on the **Settings** icon in **Info** and select **Close**, or right click on the file name from **View other Notebooks** and select **Close** when in a Notebook Page. See the screenshot below.

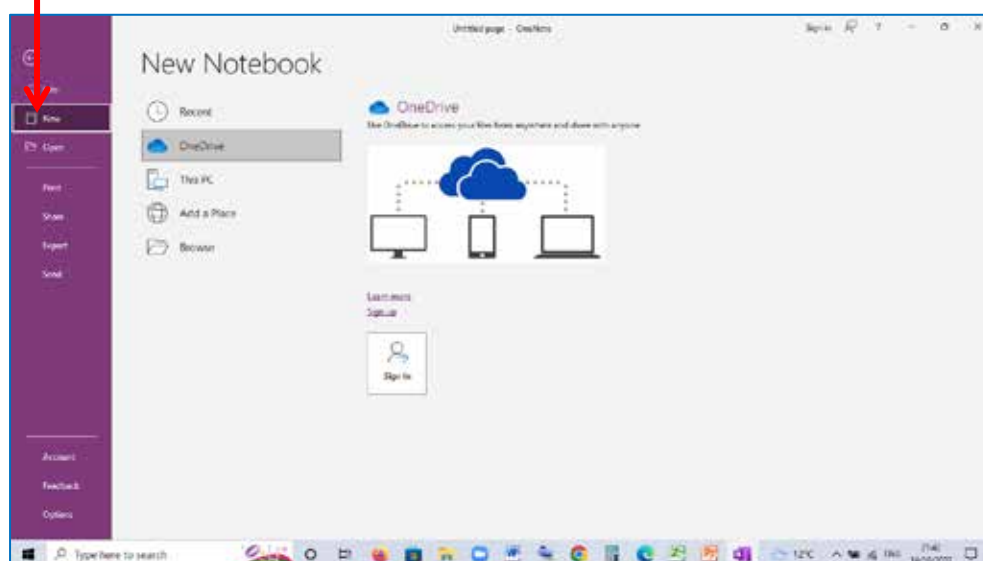


6. Update Notebook Properties

You can change colour, name, and location of your file:

Click **File** tab → **Info** → **Settings** icon → Select **Properties** and make the changes.

Under the **New** Section of the **File** screen:



Create Shared Notebooks

Click on **File** → **New** → **OneDrive** → Type name → click **Create Notebook**, it asks if you want to invite people now, Click **invite** people or click '**not now**'.

Share a Notebook

Once you create a shared Notebook, you can invite people to see your notes.

Click on the **File** tab, click **Share**, select **OneDrive**, click **move notebook**, **wait for sync**, and click **OK**. The Notebook is moved to OneDrive and you are ready to start sharing with others.

Decide who can share your notebook, or view your Notebook

Click **File** → select **Info** → select who can **share** /**view** your Notebook.

Stop sharing a Notebook

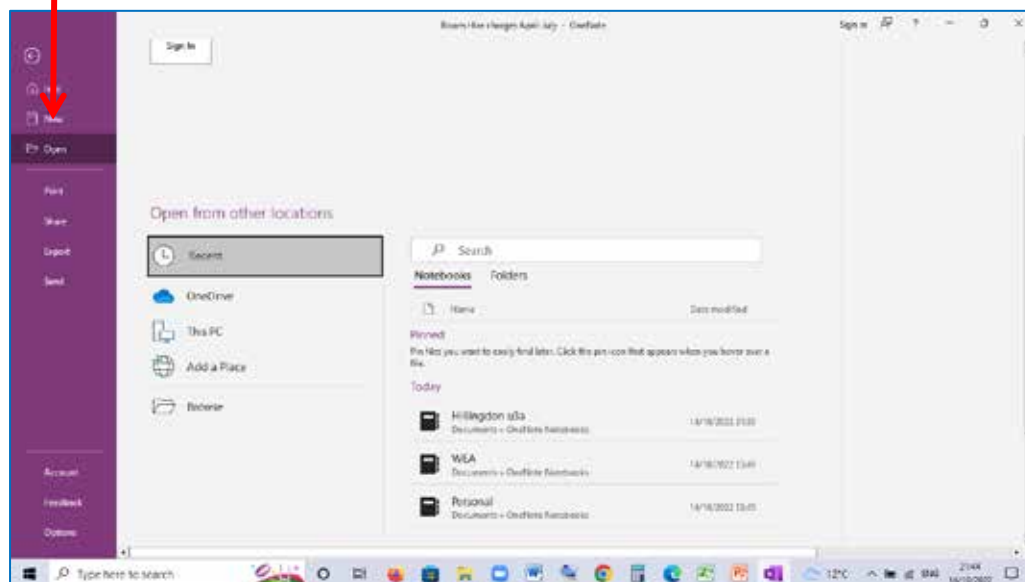
Click on **File** → **Share** → **Share with People** → select **Sharer's name** → select '**Remove User**'.

Instead you can also change the status of the sharer to '**Can View**'.

Or **Disable** sharing links from **File** → **Share** → **Sharing Links**.

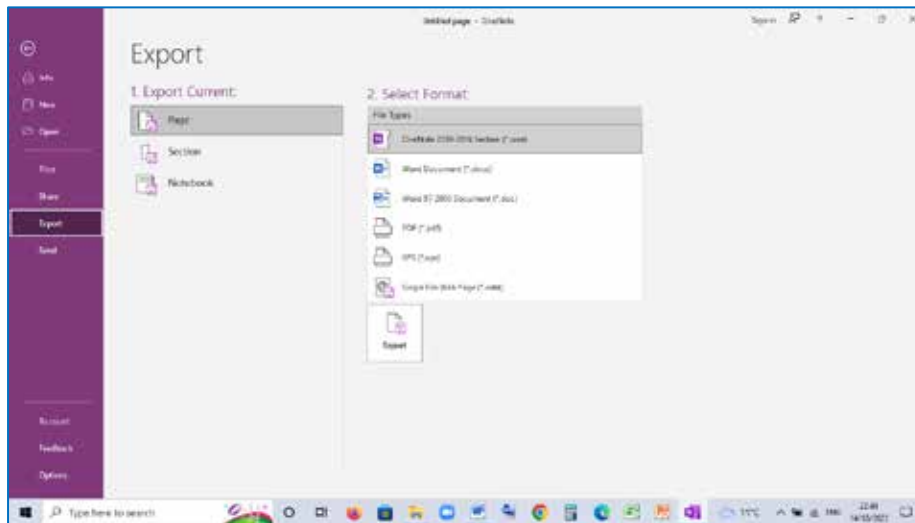
Under the **Open** section of the **File** tab

You can **open** your files from your **PC** or **other locations** and **Sign In** to **OneDrive**.



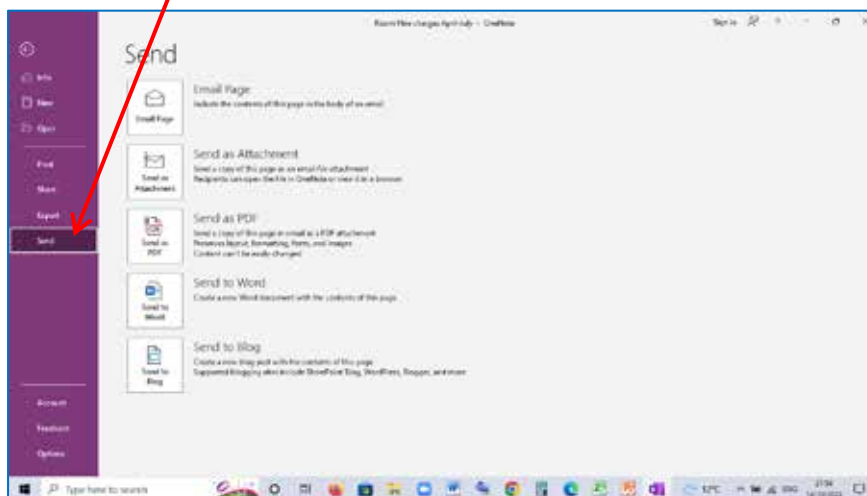
Under the **Export** section of the **File** tab

You can export a Notebook page, or a section, or the whole Notebook in different formats.



Under the **Send** section of the **File** tab

You can send a Notebook page as an email, email attachment, PDF file, a Word document, and a blog.



You can also Send Notes to Word

- 1) In OneNote, navigate to the page you want to send to MS Word.
- 2) Then Click on the **File** → **Send** → **Send to Word**. The notes are transferred to a Word document, where you can enhance the formatting.

or

Send notes you have in a Word document to OneNote

Open the Word file, click **File** → **Print** → select **Send to OneNote** from the **Printers** section → click **Print**.

Print a Notebook

Click on the **File** tab → select **Print** → **Print Preview** or **Print**. It will print only the page showing on Print Preview.

Create a new Notebook file

Click on the **File** tab, select **New** from the list of options, select the **location** you want to save to, type a file **name** in the text box and click **Create Notebook**. The new Notebook will open and automatically saved.

Open a saved file

Click on the **File** tab, select **Open**, and select the file from the file list

Back up Notebooks

Click on **File** → select **Options** at the bottom of the list → select **Save and backup** from the left pane of the screen → select backup location → Click **OK**.

Use Versions to see who made changes

Click on the **History** tab on a Notebook → choose **Page Versions**. Click on **Page Versions** again to turn it off. You can disable, delete versions or restore an earlier version.

Password protect a section

Click **Review** tab on Notebook → click on **Password** → click inside the **Set Password** box → **Type Password** → **Confirm** → **OK**. You can modify password options.

Online Tutorials Resources

Links to OneNote Tutorial: [Youtube OneNote Tutorial](#)

[OneNote Tutorial - Custom Guide](#)

Link to OneDrive Tutorial: <https://www.youtube.com/watch?v=Xa-lx5bLF5o>