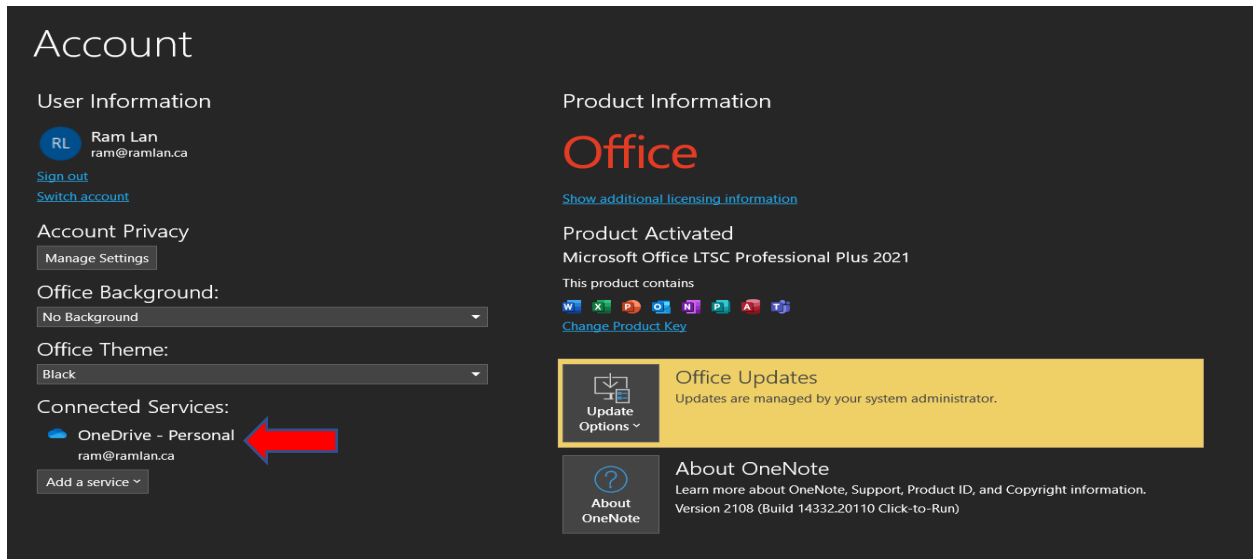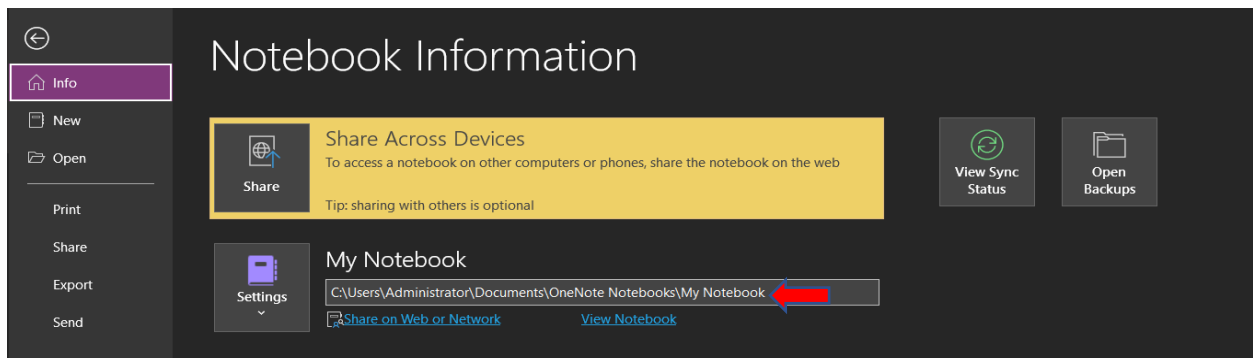# How to Share or Move OneNote Files to OneDrive

In this post, I am going to share steps on how to share/move OneNote files from C Drive to OneDrive.
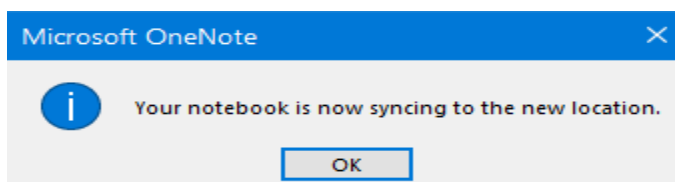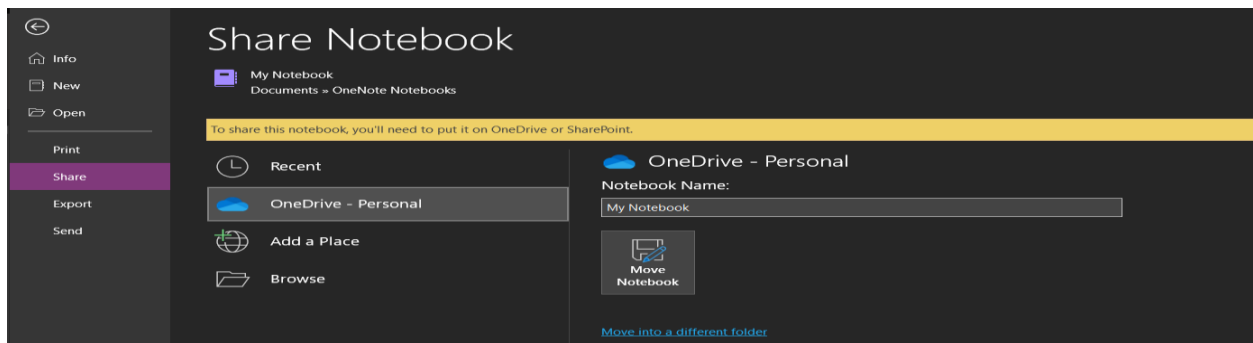
I am using O365 and, I have a single OneNote file that, I am going to move to OneDrive (Personal). First make sure you are signed into OneDrive. You can do this by opening OneNote – File –
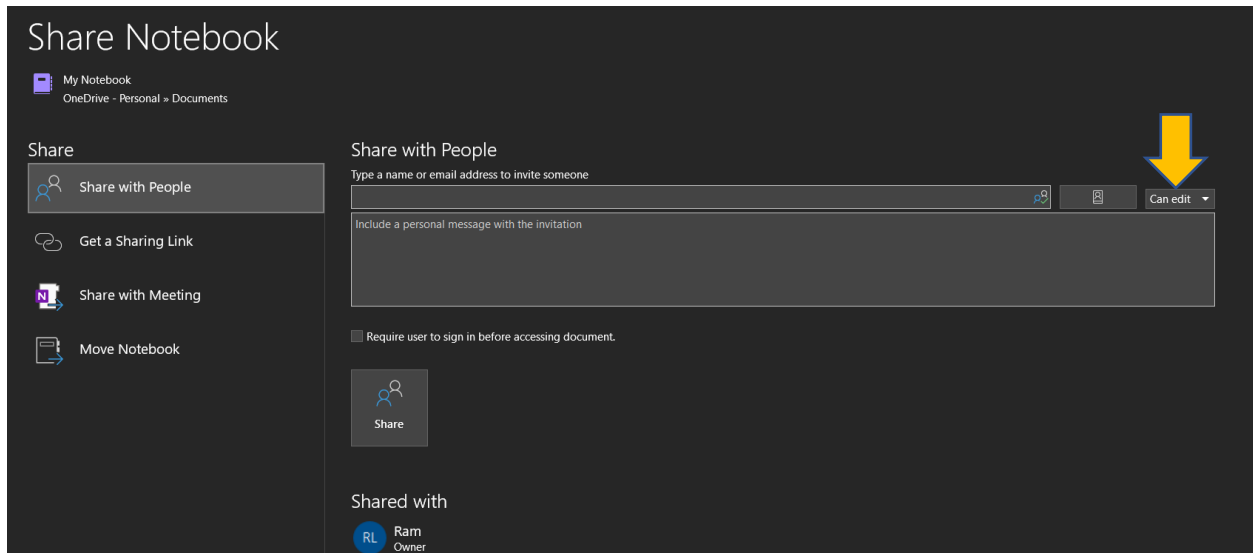

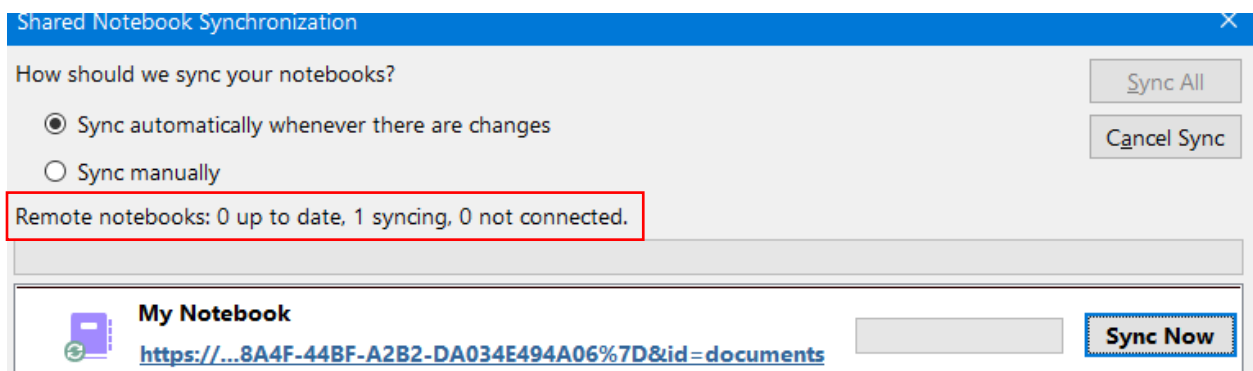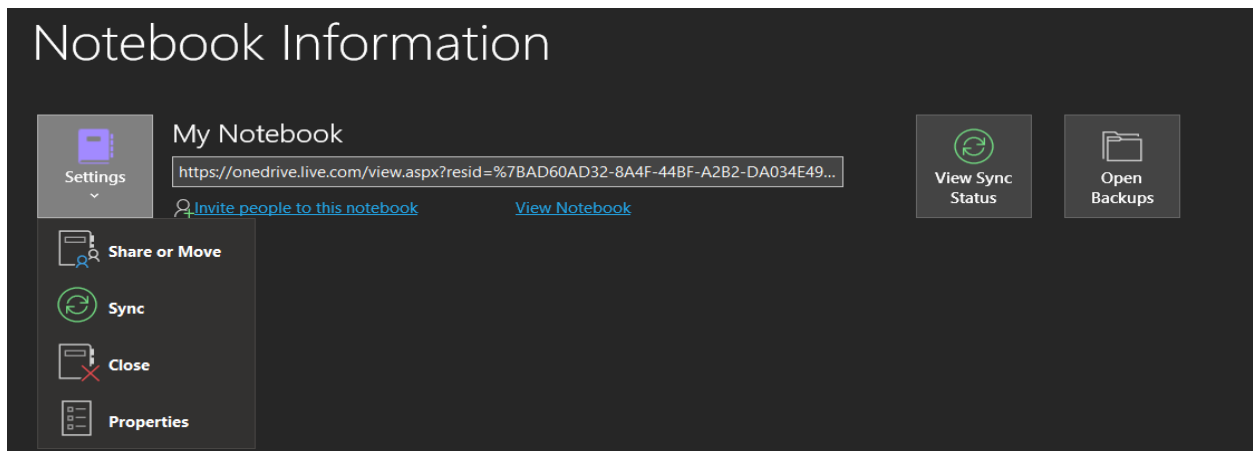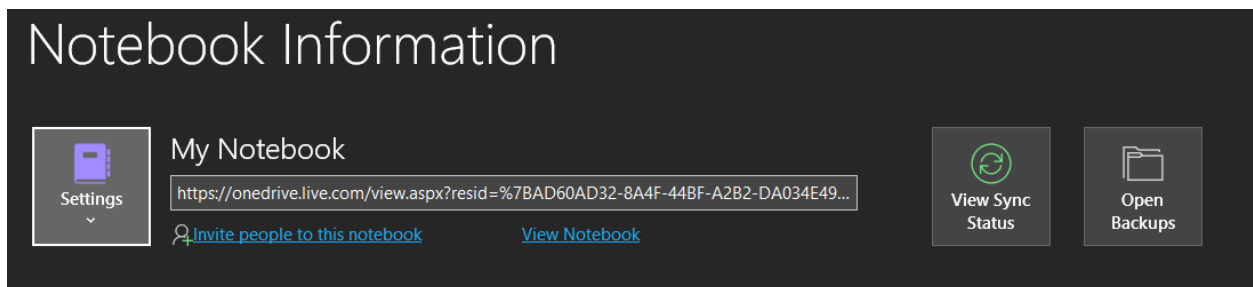Now, I will show you where the OneNote file is on the C Drive

I am going to move this OneNote to OneDrive. Click File – Settings – Share or Move – Leave the file name to default – Move Notebook
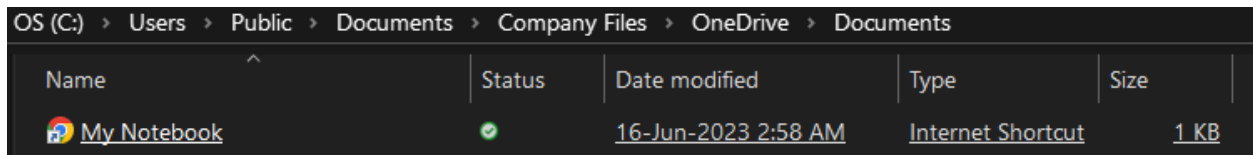
You can also share OneNote with others as well if required/needed and also grant people to edit OneNote
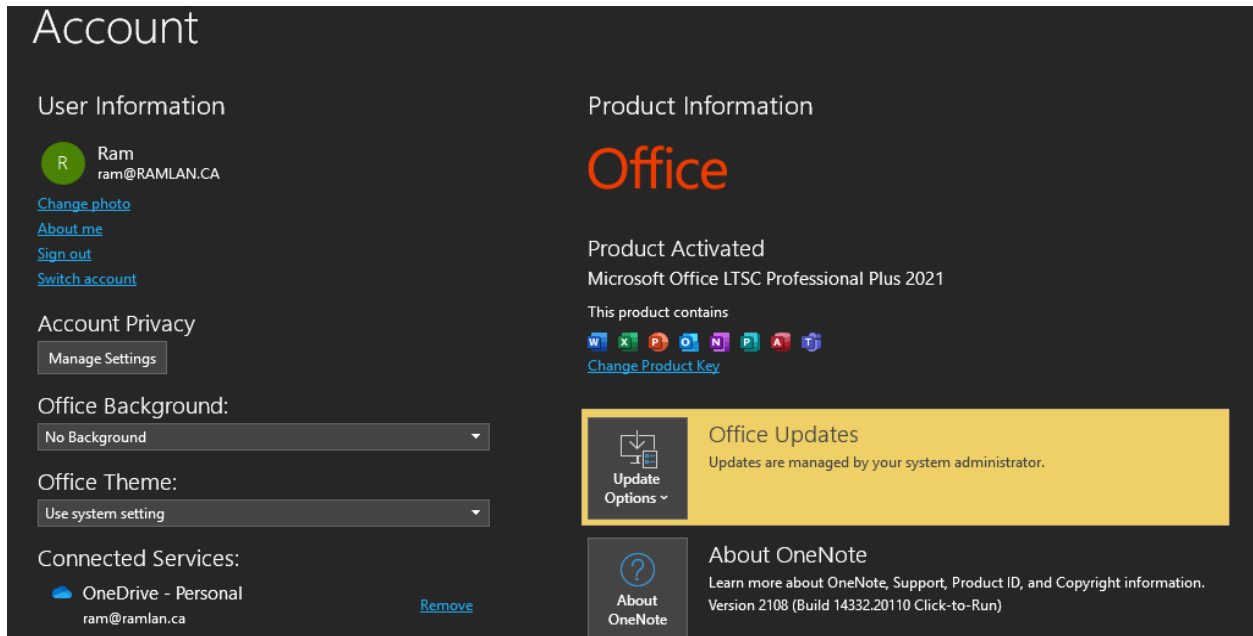

Now, if you look at OneNote path it is on OneDrive. I can perform sync, close, look at properties of OneNote, Sync Status.
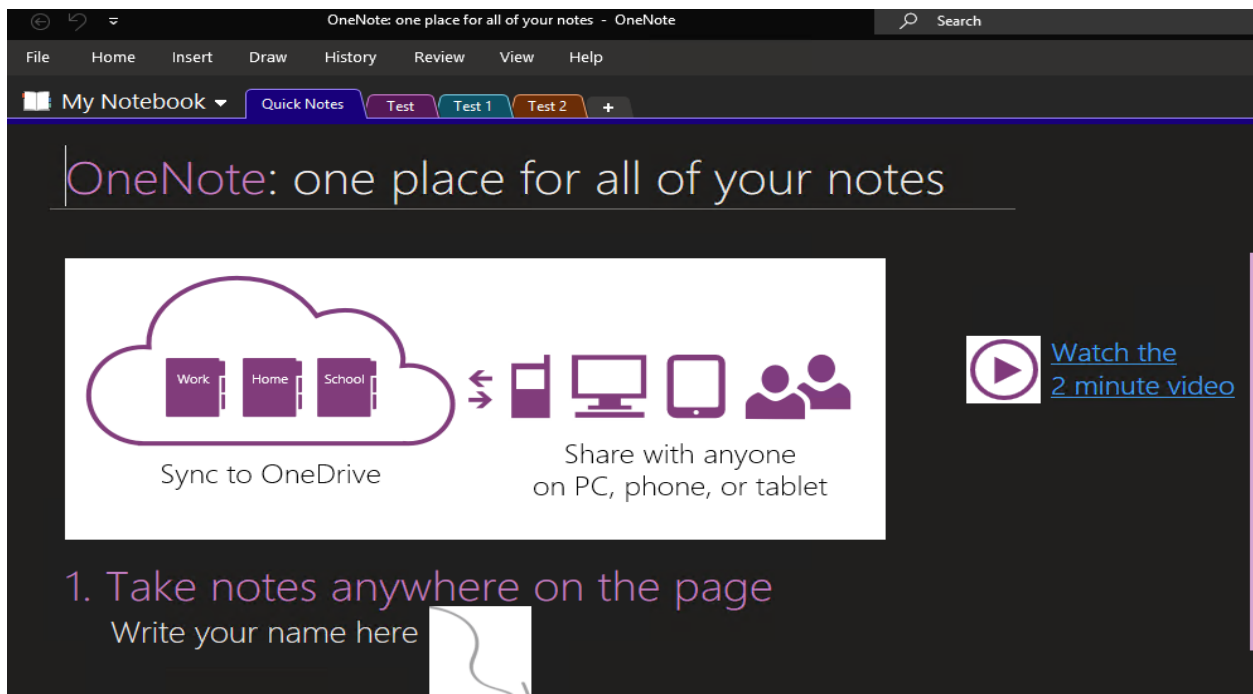
If you open OneDrive folder you will see this

To test and confirm that OneNote is working and syncing on all devices – I logged into another laptop – Opened OneNote – Signed into OneDrive (Personal) and looked at OneNote files.

In order for OneNote to show up on this computer you have to click File – Open – OneDrive – Documents – OneNote file

As you can see the URL is same on both the computer

COMPUTER 1

COMPUTER 2

This is how you can accomplish task of sharing/moving OneNote to OneDrive and synced with all devices

Thanks

**Ram
16th Jun 2023**