## 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 –

Account	
User Information	Product Information
RL Ram Lan ram@ramlan.ca Sign out	Office
Account Privacy Manage Settings Office Background: No Background	Product Activated Microsoft Office LTSC Professional Plus 2021 This product contains 제 제 이 에 제 제 제 제 대 Chance Product Key
Office Theme: Black  Connected Services: OneDrive - Personal	Office Updates Updates are managed by your system administrator. Options v
ram@ramlan.ca Add a service ~	About OneNote Learn more about OneNote, Support, Product ID, and Copyright information. Version 2108 (Build 14332.20110 Click-to-Run)

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

©	Notebook Information	
டி Info		
🖹 New	Share Agrees Devices	
▷ Open	Share Share Share the notebook on the web	View Sync Open Status Backups
Print	Tip: sharing with others is optional	
Share	My Notebook	
Export	Settings C:\Users\Administrator\Documents\OneNote Notebooks\My Notebook	
Send	Share on Web or Network View Notebook	

I am going to move this OneNote to OneDrive. Click File – Settings – Share or Move – Leave the file name to default – Move Notebook

ⓒ ☆ Info ○ New ⊘ Open	Share Notebook My Notebook Documents = OneNote Notebooks To share this notebook, you'll need to put it on OneDrive or S	SharePoint.
Print	🕒 Recent	len OneDrive - Personal
Export	- OneDrive - Personal	Notebook Name: My Notebook
Send	Add a Place	
	Browse	Move Notebook
		Move into a different folder
Microsoft One	Note	×
() Your	notebook is now syncing to the new OK	location.

You can also share OneNote with others as well if required/needed and also grant people to edit OneNote

Share Notebook My Notebook OneDrive - Personal » Documents			_
Share	Share with People Type a name or email address to invite someone	29	Can edit 🔹
Get a Sharing Link	Include a personal message with the invitation		
Share with Meeting			
Move Notebook	Require user to sign in before accessing document.		
	Shared with RL Ram Gumer		

Now, if you look at OneNote path it is on OneDrive. I can perform sync, close, look at properties of OneNote, Sync Status.

Notebook Information	
Settings       My Notebook         https://onedrive.live.com/view.aspx?resid=%7BAD60AD32-8A4F-44BF-A2B2-DA034E49       View Sync         Status       View Notebook	Open Backups
Notebook Information	
Settings       My Notebook       Image: Comparison of the provided and the p	Open Backups
Close	
Properties	
Shared Notebook Synchronization	×
How should we sync your notebooks?	<u>S</u> ync All
<ul> <li>Sync automatically whenever there are changes</li> </ul>	Cancel Svnc
O Sync manually	
Remote notebooks: 0 up to date, 1 syncing, 0 not connected.	
My Notebook <u>https://8A4F-44BF-A2B2-DA034E494A06%7D&amp;id=documents</u>	Sync Now

If you open OneDrive folder you will see this

OS (C:)				
Name	Status	Date modified	Туре	Size
n <u>My Notebook</u>	٥	<u>16-Jun-2023 2:58 AM</u>	Internet Shortcut	<u>1 KB</u>

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



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

Thanks

Ram 16<sup>th</sup> Jun 2023