

There are several ways to import/export OneNote notebooks, depending on your computer's operating system and whether you're using the OneNote desktop app or O365. Please find the appropriate instructions for your system below, and then follow the steps.

O365, OneNote Cloud App

One way to export your OneNote notebooks to another account is to grant access to the notebook through OneDrive to another Microsoft account, then copy the notebook in that account to take ownership of the notebook. This keeps the new copy of the notebook independent of the original shared notebook. Below are the steps to follow to accomplish this.

1. Log into the OneDrive account that has the OneNote notebook(s) you want to export.
2. Create a folder for the notebooks in OneDrive, if one doesn't already exist.
Then make sure any notebook you want to export is in that folder.
3. Click the three vertical dots to the right of the folder.
4. Click Manage Access. (See Image 1)
5. In the right sidebar that appears, click the button to the right of Direct Access. (See Image 2)
6. Enter the other Microsoft account that you want to send the notebook to in the field below. (See Image 2)
7. Click Grant Access. (See Image 2)
8. Sign into the OneDrive account you just shared the notebook to.
9. Click Shared on the left sidebar to see the folder that has been shared.
10. Open the folder to find the notebook you want to copy.
11. Click the three vertical dots to the right of the notebook.
12. Click Copy to. (See Image 2)
13. In the right sidebar that appears, select Your OneDrive.
14. Navigate to where you want the notebook saved in your OneDrive account and click Copy Here.

Image 1:

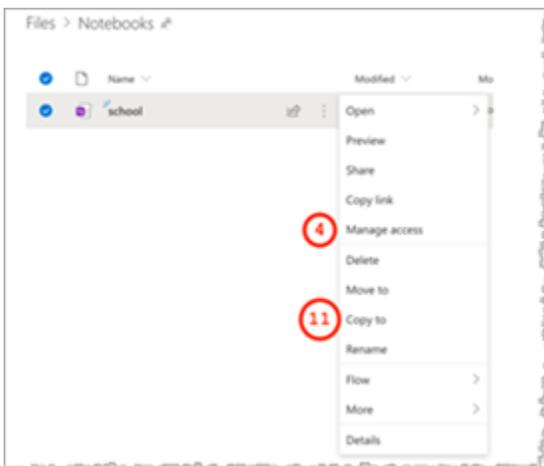
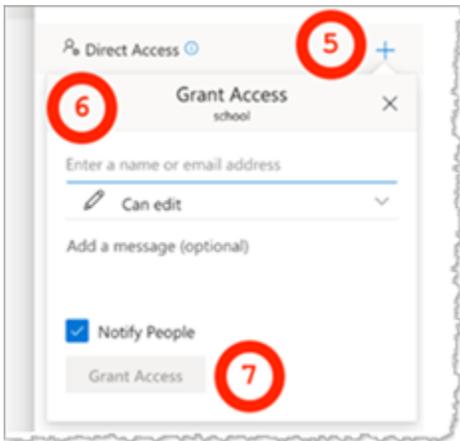


Image 2:



When you go back to your files in OneDrive you will see that notebook and can edit it from the web or sync it to your OneNote desktop program and make edits. Things to note about this copied OneNote Notebook:

- You can delete the notebook from the original account and the copy is not affected.
- If you update the original notebook, no changes are made to the new copy.
- Editing for the copied notebook is normal due to ownership of the notebook being transferred to the account.

Windows, OneNote Desktop App

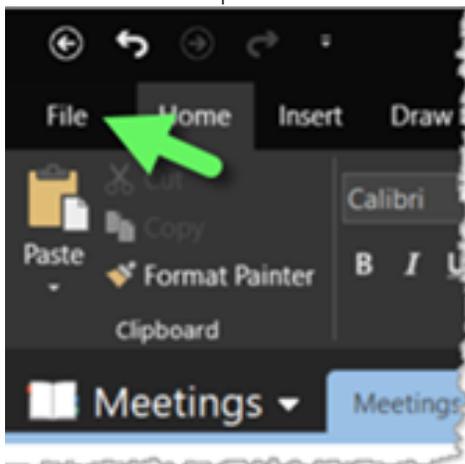
The following steps are for users who have the Windows OneNote 2016 desktop client installed on their machines.

Move and Sync a Notebook from OneNote 2016 (desktop version) to OneNote O365 (cloud version)

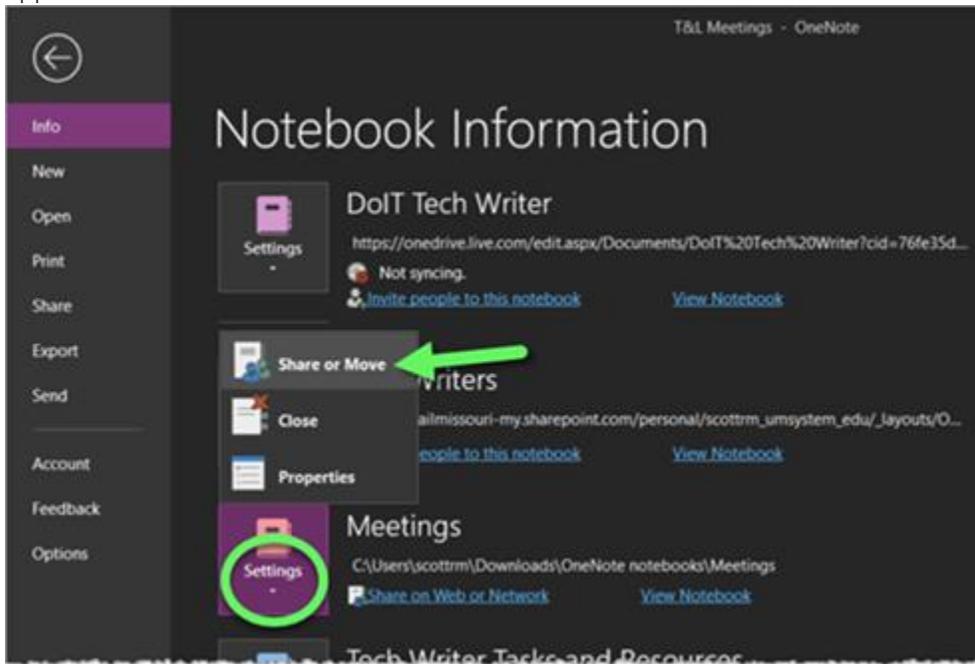
The following steps are for users who have the Windows OneNote desktop client and wish to move their notebook(s) to the O365 OneNote application.

You may keep, sync, and edit both versions if you plan to continue using the desktop version as well as the O365 version.

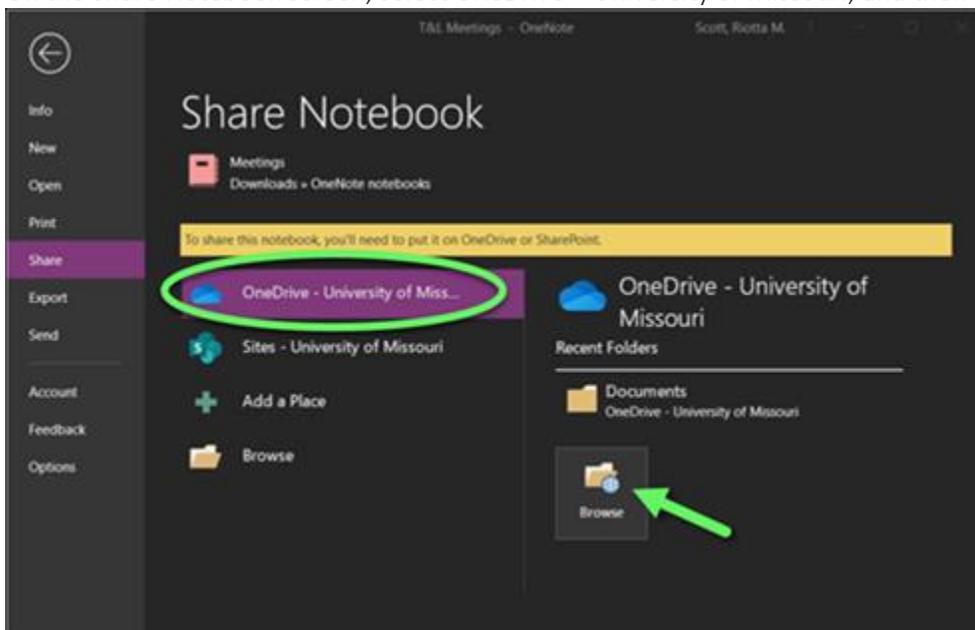
1. Launch the desktop version of OneNote (OneNote 2016) on your computer and click the File tab.



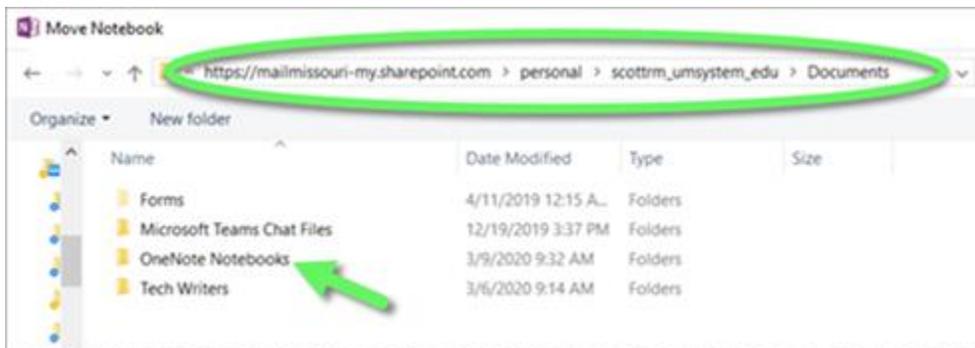
- On the Notebook Information screen, click the Settings button and select Share or Move from the menu that appears.



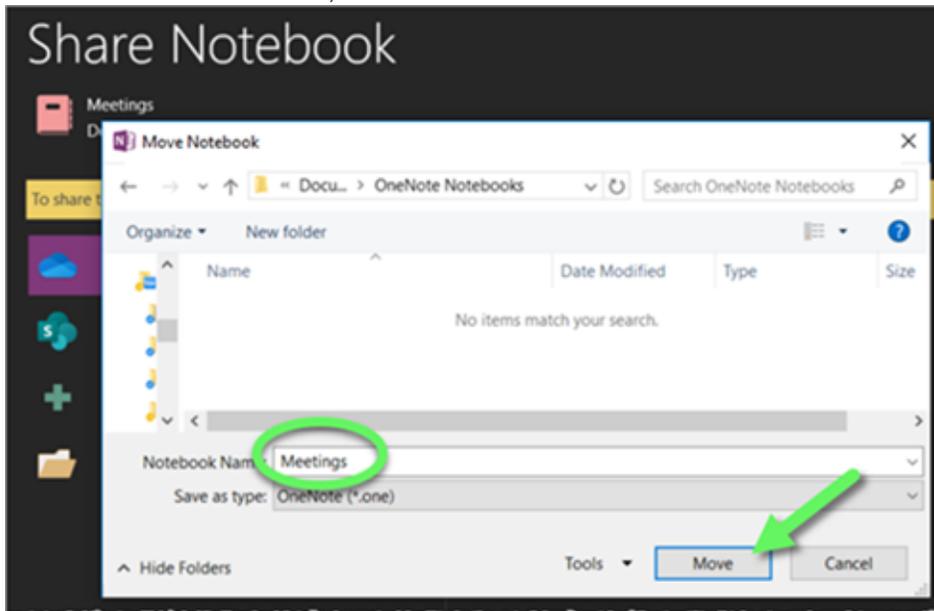
- On the Share Notebook screen, select OneDrive – University of Missouri, and then click the Browse button.



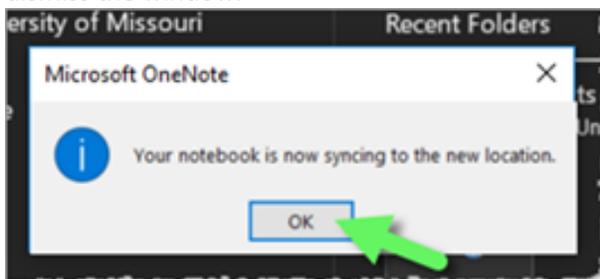
- The Move Notebook dialog window opens to the appropriate location for saving OneDrive documents. You may create folder for OneNote notebooks (as shown in this image) or save the notebook directly into the OneDrive folder.



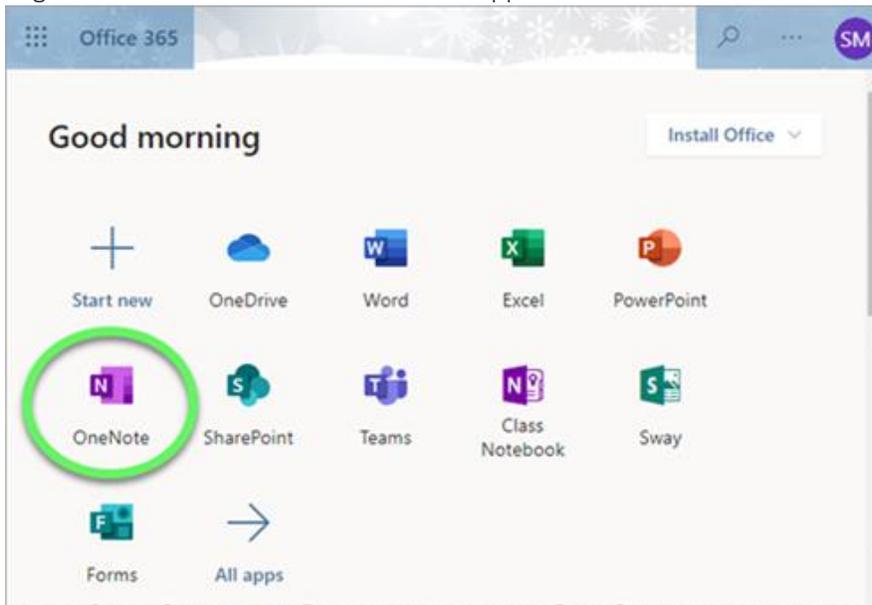
- When you've selected the folder into which you will move the selected notebook, type a name for the notebook in the Notebook Name field, and then click the Move button.



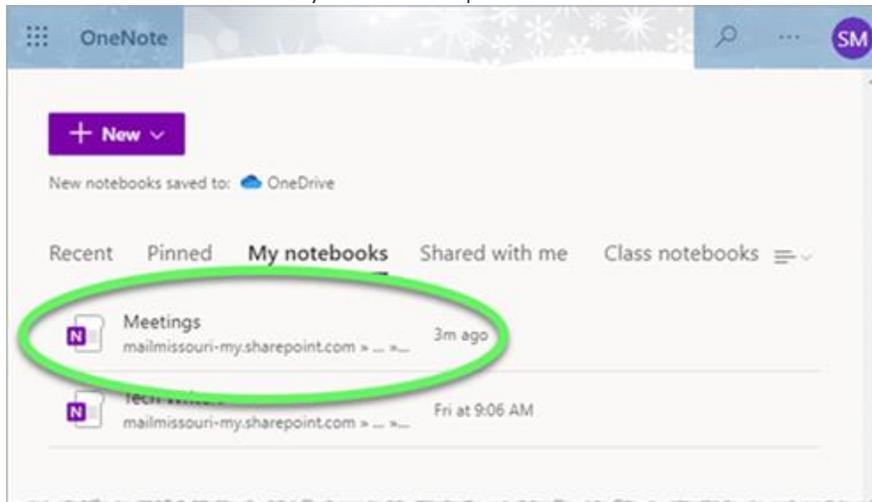
- When the application is finished syncing the file, a confirmation window will appear. Click the OK button to dismiss the window.



- Log in to O365 and launch the OneNote app.

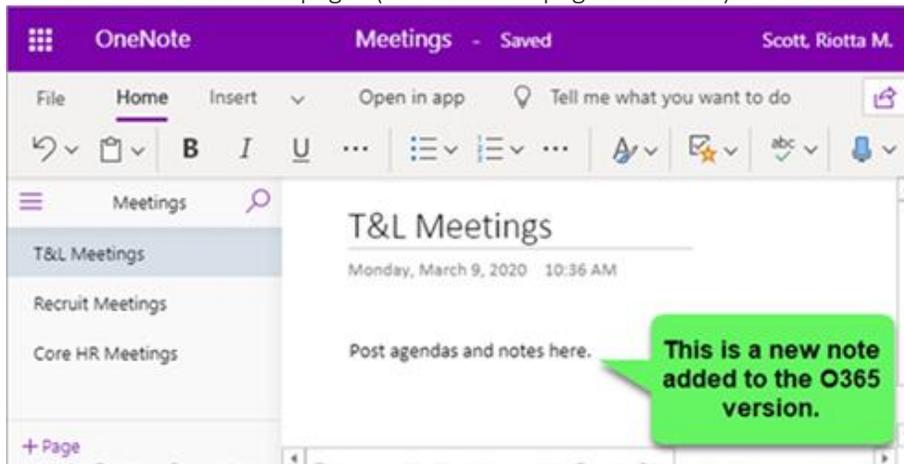


8. Click the My notebooks tab to view your notebooks. The one you moved in the previous steps should appear there. Click the notebook you wish to open.

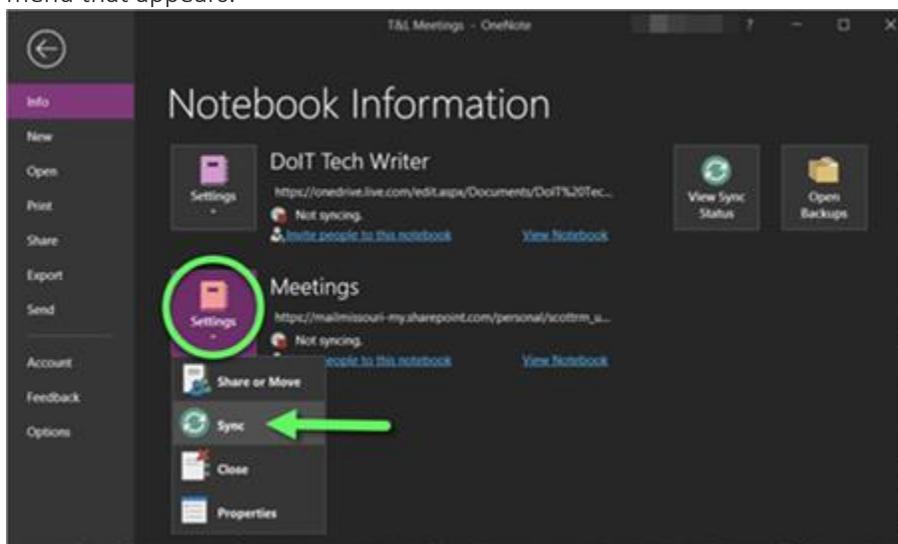


9. The notebook opens in O365's version of OneNote, with all the sections and pages that were in the desktop version.

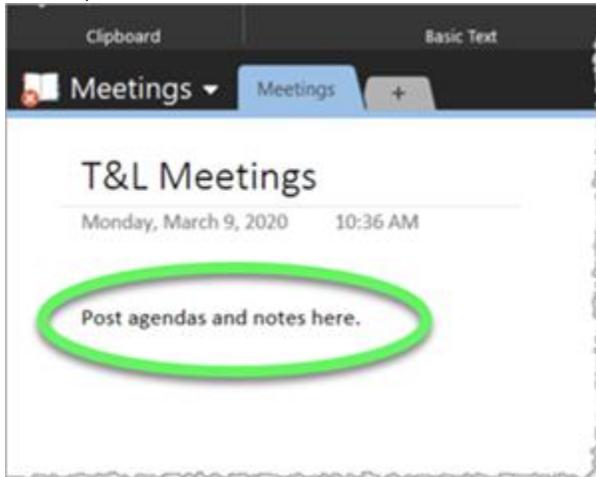
NOTE: Edits to this version will not reflect in the desktop version unless we sync them. Add a note to one of the pages (or add a new page or section).



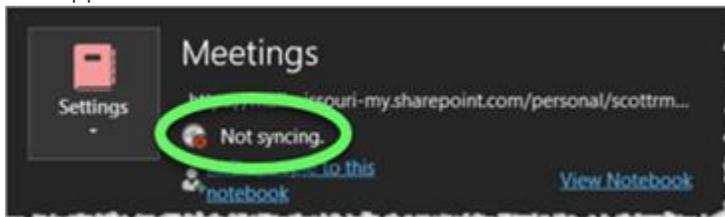
10. Return to the desktop version of OneNote and click the File tab. On the Notebook Information screen, click the Settings button next to the notebook we moved and edited in the previous steps, and select Sync from the menu that appears.



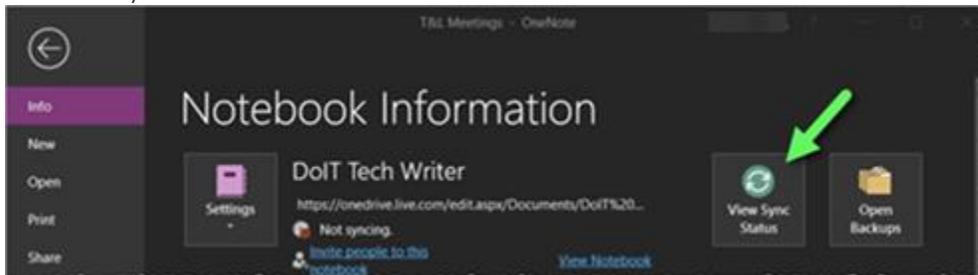
11. The document opens, and you can see that the note you added to the notebook in O365 now appears in your desktop version.



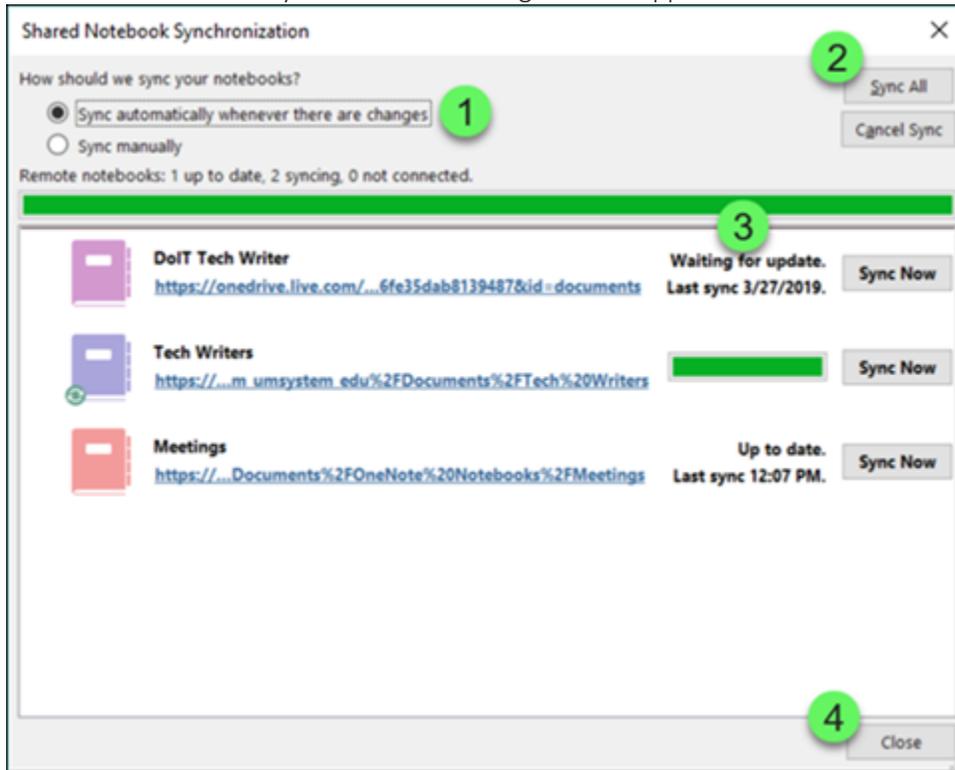
12. Click the File tab again and note that the notebook you synced a moment ago still displays "Not syncing". You can set it to automatically sync so that you won't have to manually sync every time a change is made between the two applications.



13. At the top right of the Notebook Information screen (the screen that appears when you click the File tab), click the View Sync Status button.

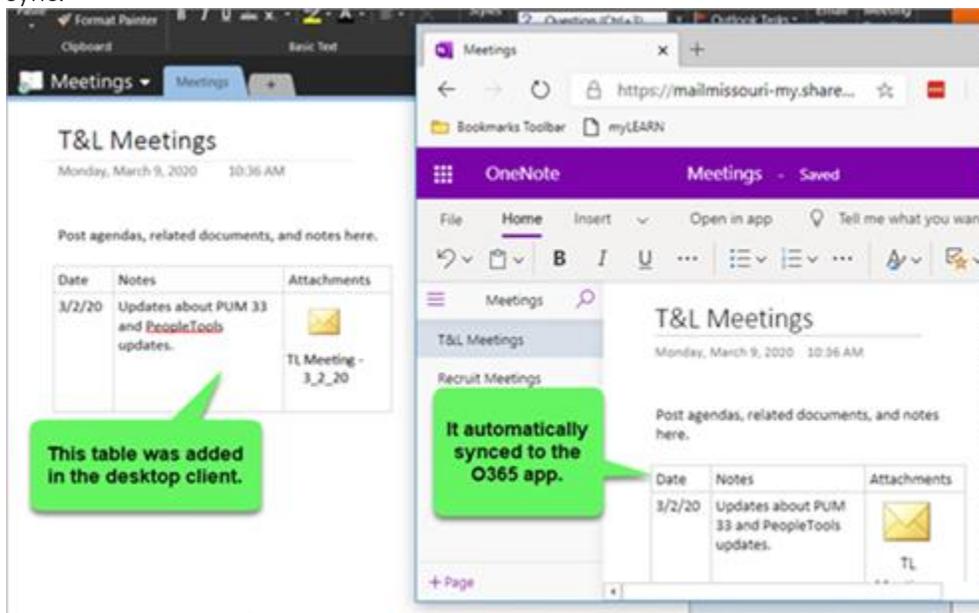


14. The Shared Notebook Synchronization dialog window appears. Perform the following steps.



1. Select Sync Automatically whenever there are changes.
2. Click Sync All.
3. Changes usually sync quickly, and the status is shown next to each synced notebook.
4. Click the Close button when you're finished.

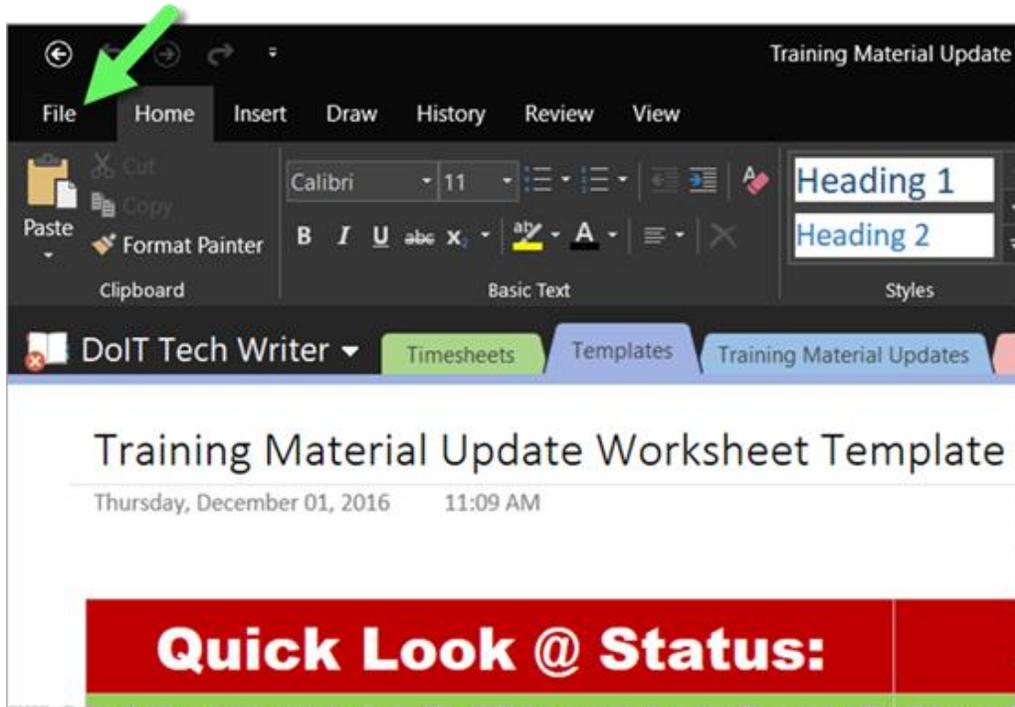
15. When you make a change in either the desktop or the O365 version of OneNote, the change will automatically sync.



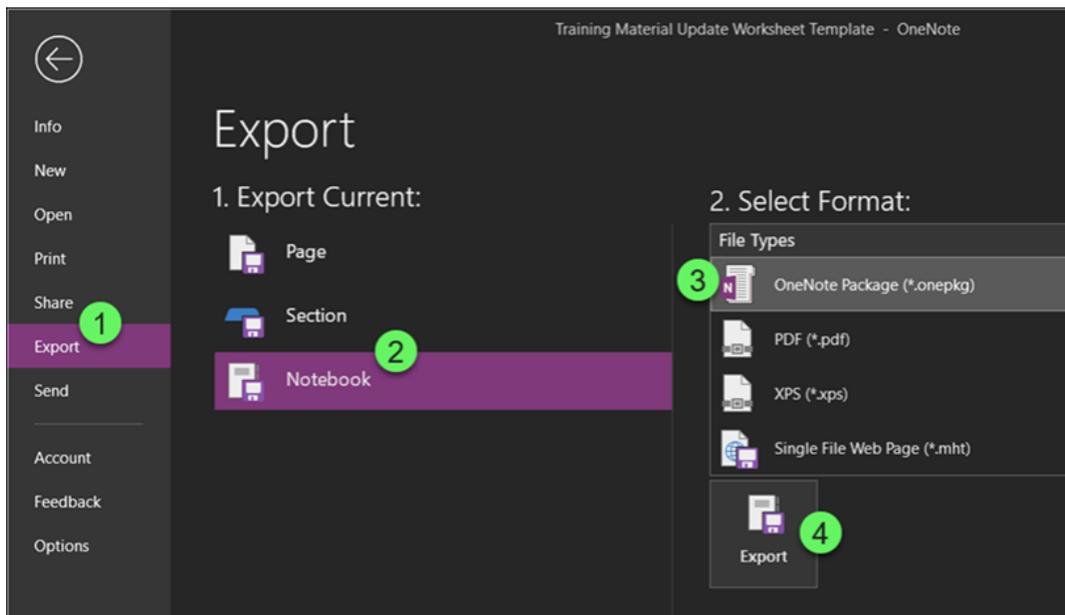
Export and Import a OneNote Notebook (from desktop app to desktop app)

Use the following procedure if you need to move your Windows OneNote notebooks into a new Windows desktop version (e.g. if you're setting up a new computer). If you're going to start using OneNote in O365, please use the procedure outlined above.

1. Launch OneNote and open the notebook that you want to export.
Click the File menu.

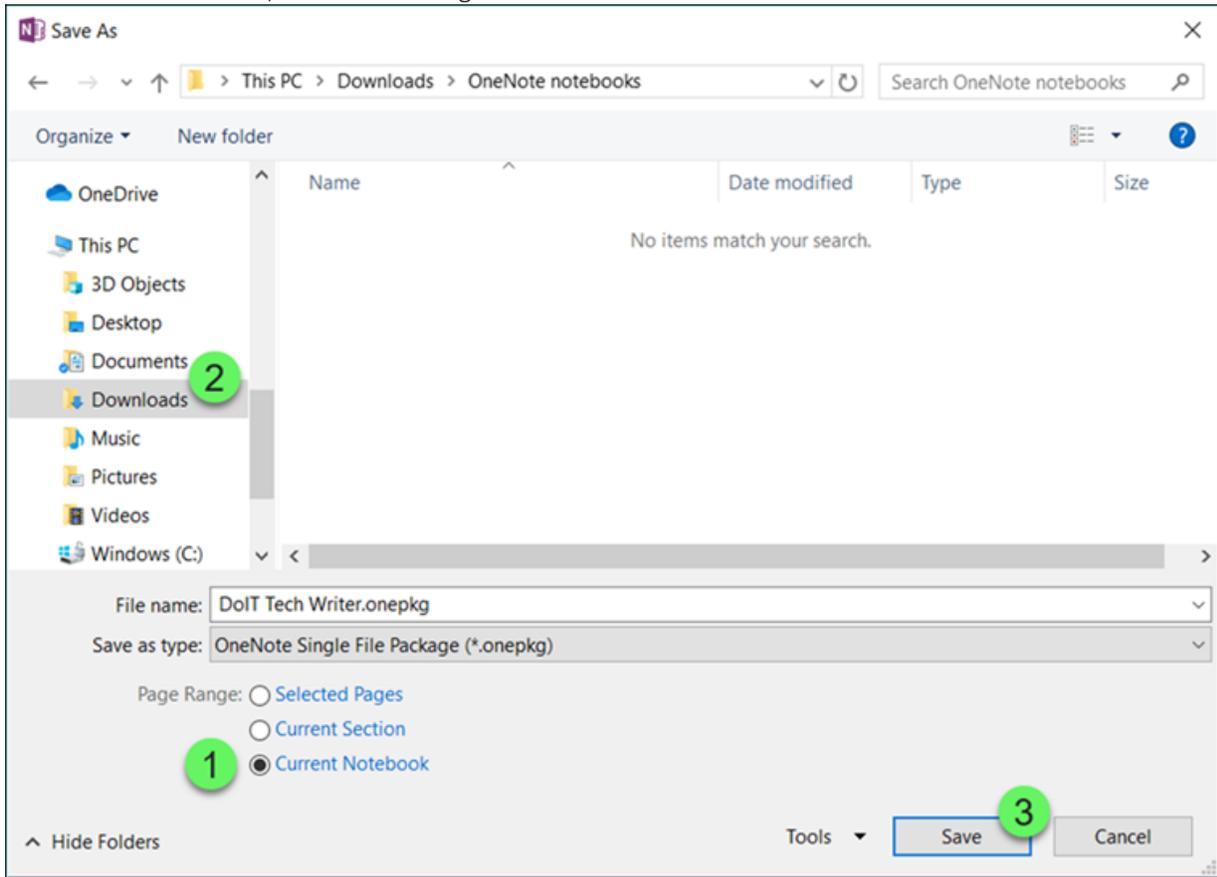


2. On the File menu screen, select the following options:



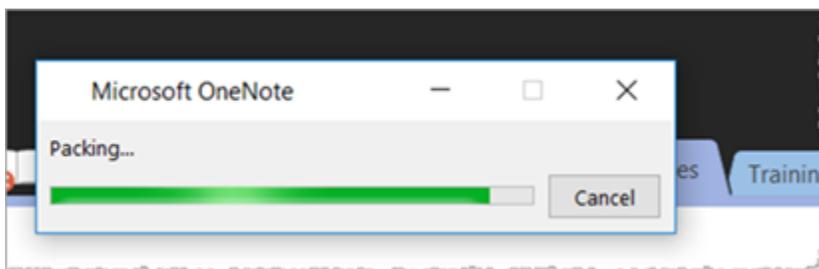
1. Click Export to open the Export Screen.
2. Select Notebook under the Export Current section.
3. Select OneNote Package (*.onepkg) under the Select Format section.
4. Click the Export button to launch the Save As window.

3. In the Save As window, do the following:

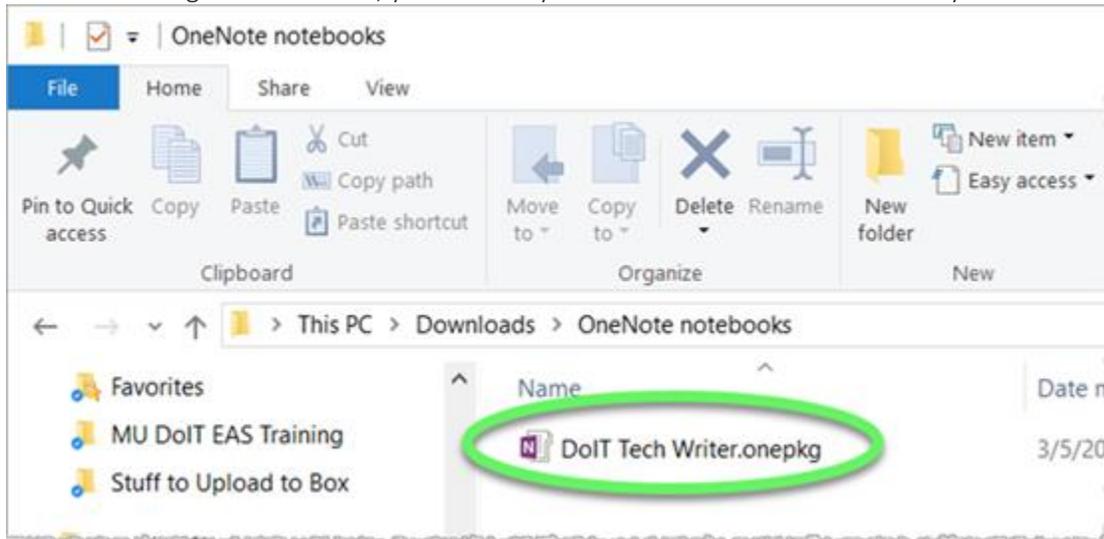


1. Note that you can select a page range. Make sure Current Notebook is selected to export the entire workbook.
2. Locate a folder to save the notebook into.
3. Click the Save button.

4. A dialog window will display the progress of the export. It can take several minutes if you have a large notebook.

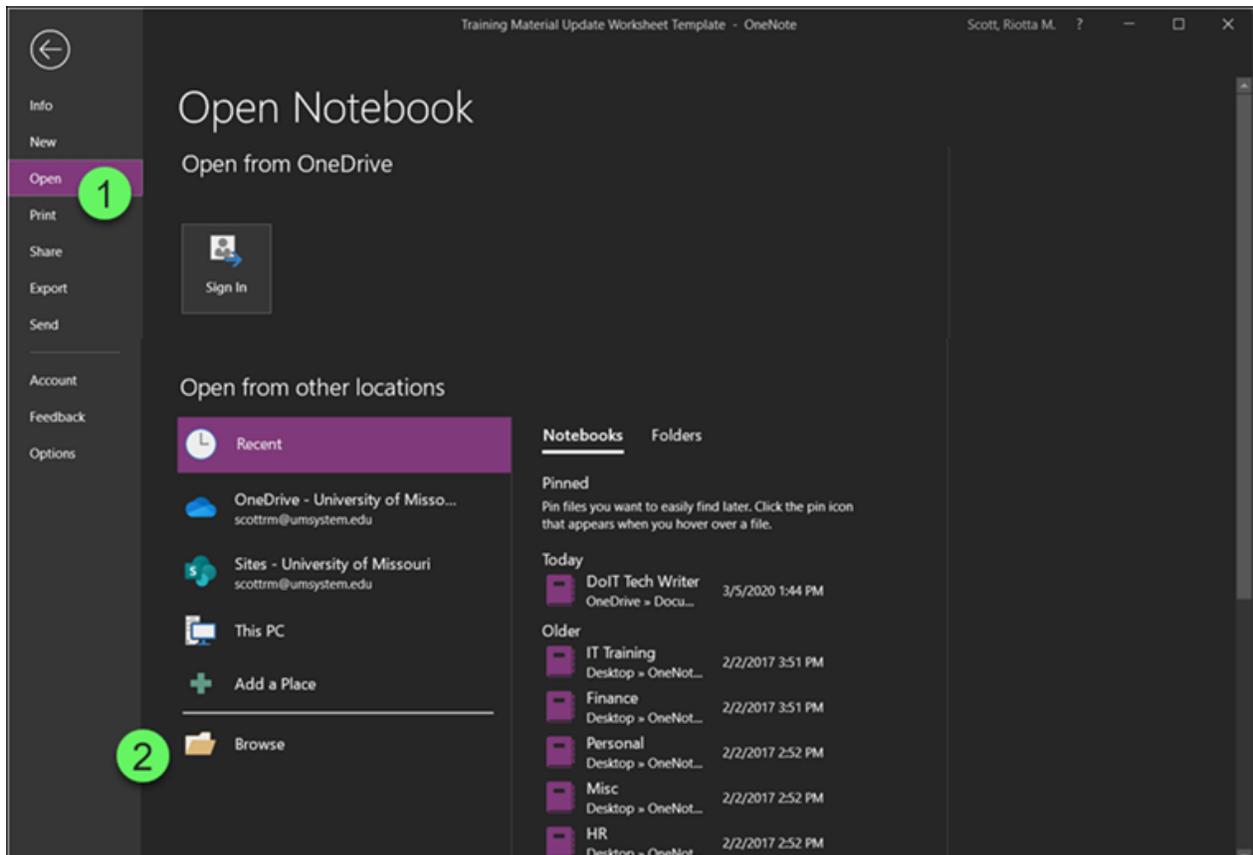


- When the dialog window closes, you will find your notebook in the folder where you saved it.



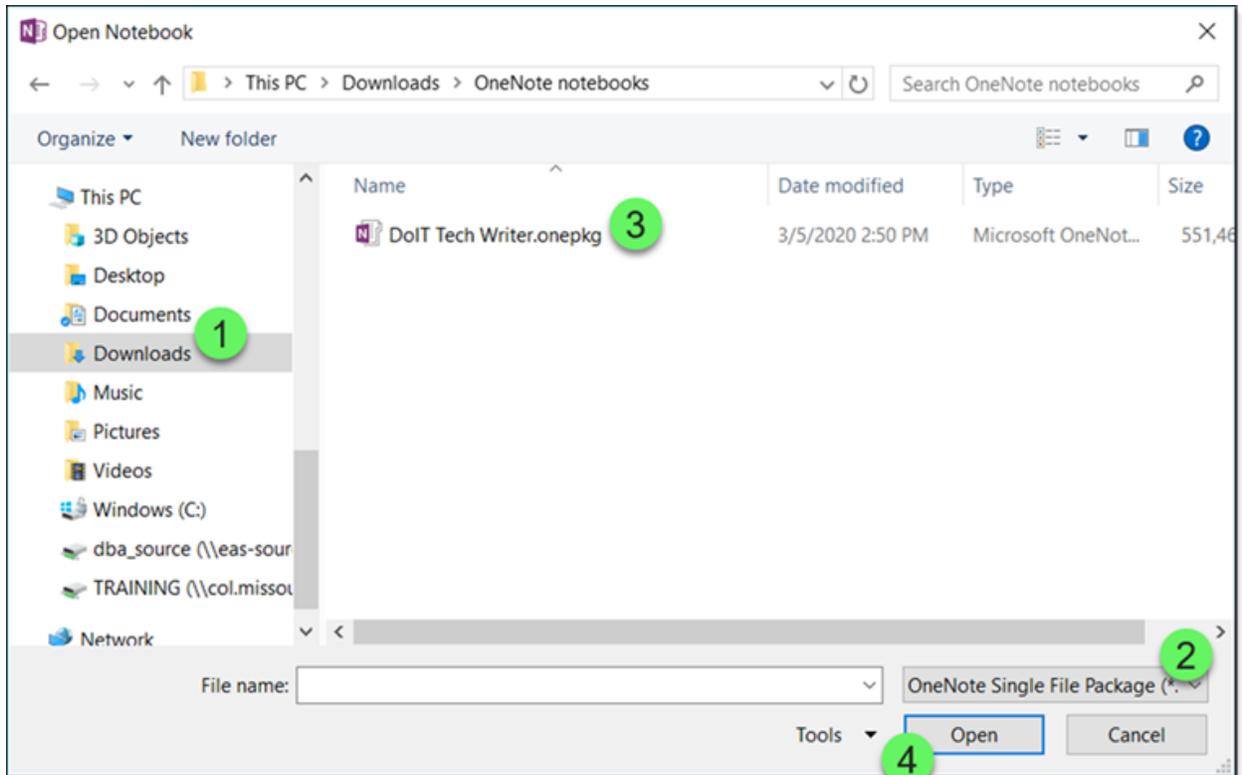
If you're importing your notebook into another desktop version of OneNote, use the following steps.

- Launch OneNote and click the File menu.
- On the File screen:



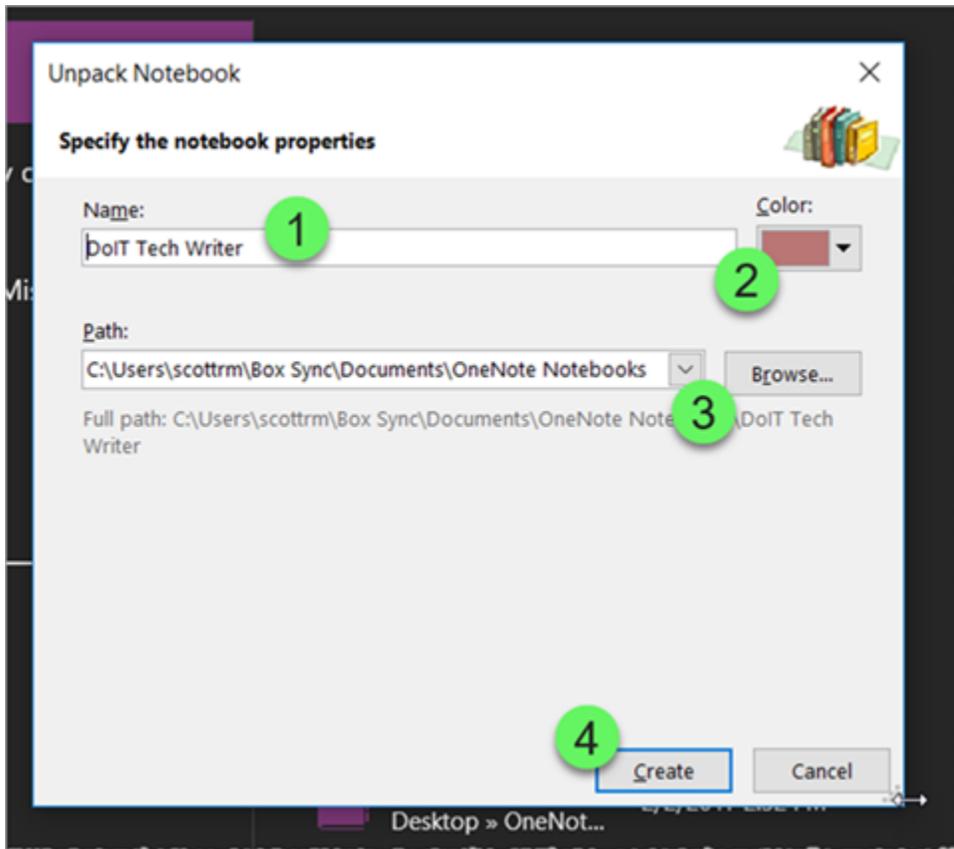
- Click Open in the menu in the left pane.
- Click Browse in the middle pane.

3. The Open Notebook dialog window appears. Do the following:

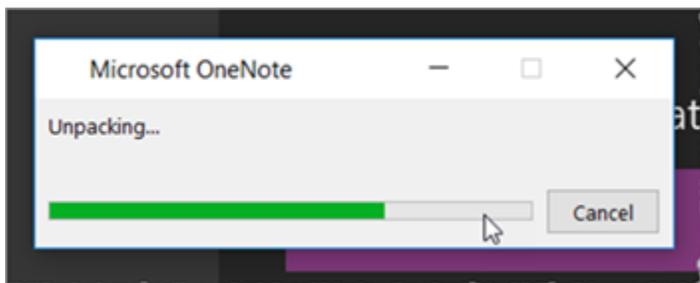


1. Navigate to the folder where you saved the export.
2. If the file doesn't appear there as expected, expand the file type and select OneNote Single File Package (*.onepkg).
3. Select the notebook that you want to import.
4. Click the Open button

4. In the Unpack Notebook dialog window that appears, do the following:



1. Type a new notebook name into the Name field if desired.
 2. Select a color for the notebook.
 3. Allow it to save in the path it selects, or enter a new path by clicking the Browse button.
 4. Click the Create button.
5. A dialog window will display the progress of the import.



6. When the dialog window disappears, the new notebook should be open in OneNote.