

How to Move a OneNote to OneDrive

These directions explain how to move a locally saved OneNote Notebook to OneDrive.

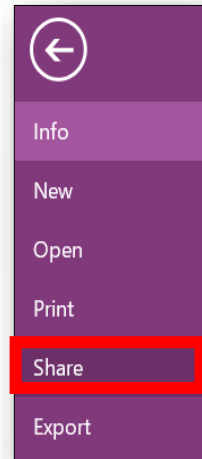
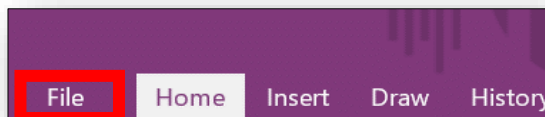
Note: You must first sync your OneDrive to your computer. For more information, please click [here](#).

1. Open the OneNote 2016 application.

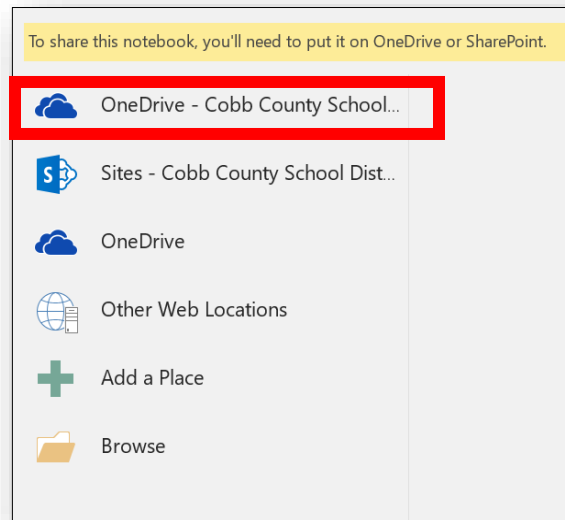


2. Select the OneNote you wish to move to OneDrive.

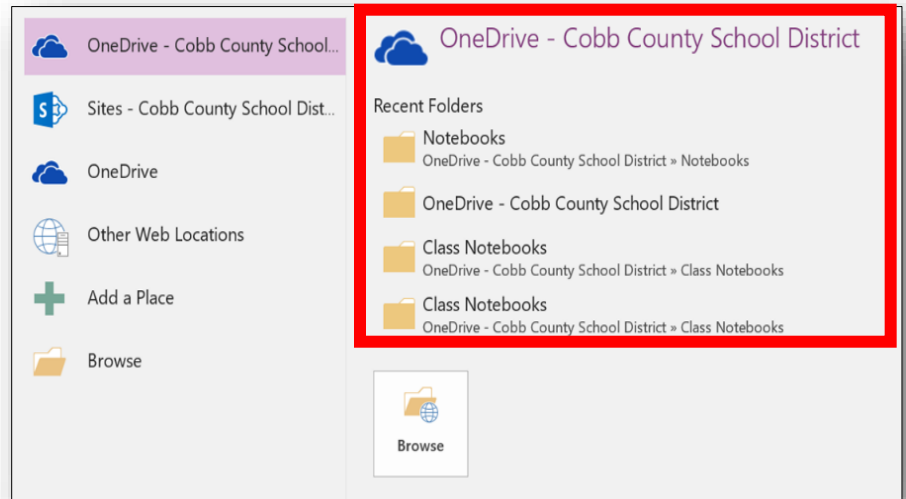
3. Choose **File > Share**.



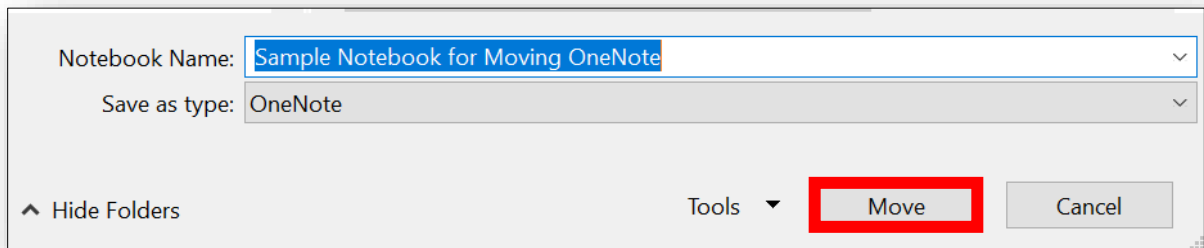
4. Select **OneDrive – Cobb County School District**.



5. Choose the folder where you want to store your OneNote.



6. Review the OneNote file name, and then choose **Move**.



7. You will see a message that your OneNote is saving to the new location. Click **OK**.

