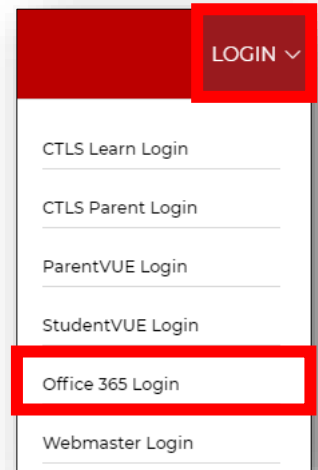


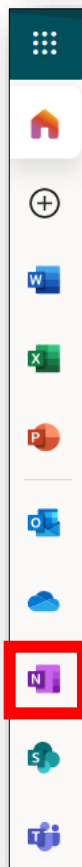
# How to Share a OneNote with a Link from Office 365

These directions explain how to share an existing OneNote with a link via Office 365.

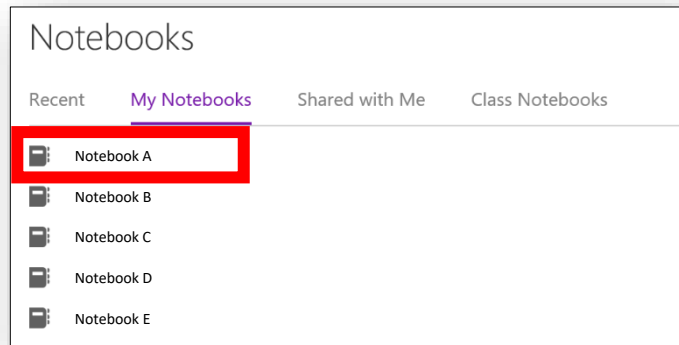
1. Log into **Office 365**.
  - a. Go to [www.cobbk12.org](http://www.cobbk12.org) > **Login** > **Office 365 Log-In**.
  - b. If prompted, log in using full Cobb County email address and Cobb County computer password.



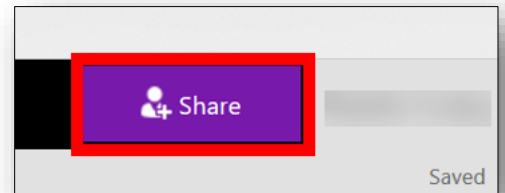
2. Open **OneNote**.



3. Select the OneNote you want to share from the list, and click to open the file.

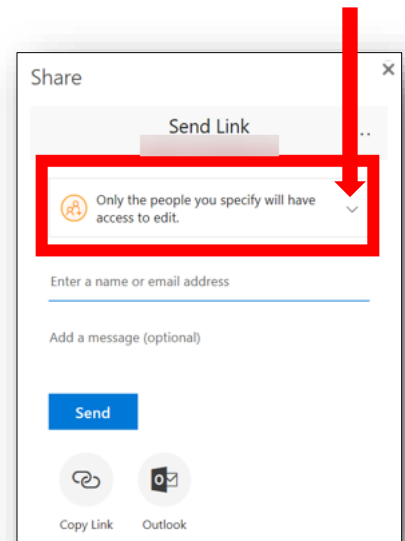


4. In the upper right corner of notebook, click the purple **Share**.

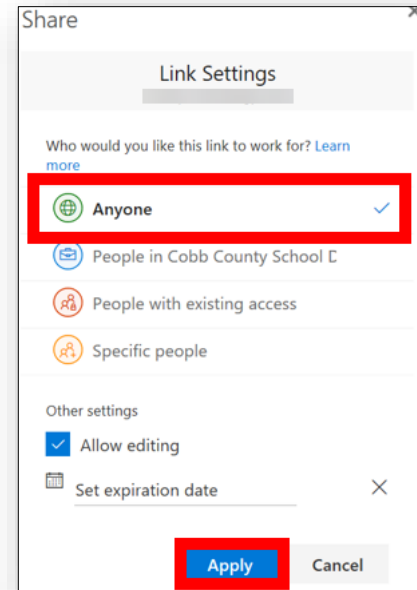


5. In the dialog box that opens, click the drop down menu to change the share settings.

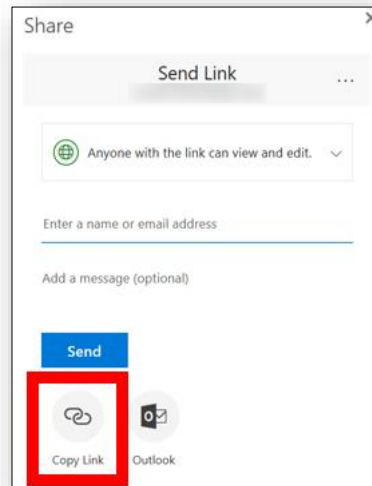
*Note: For more information on Office 365 share settings, click [here](#).*



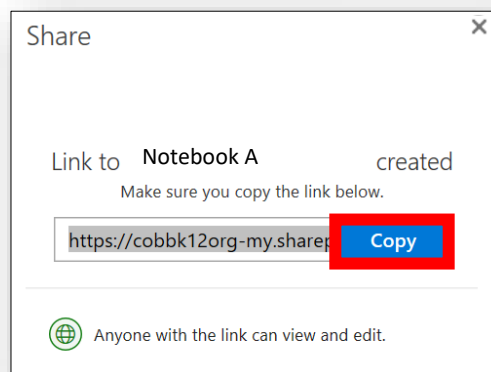
6. Change the share settings to **Anyone**, and click **Apply**.  
Allow editing, and set expiration date as needed.



7. Click **Copy Link**.



8. Click **Copy**.



9. Navigate to the page you where wish to paste the link.  
Right click and select **Paste**.

