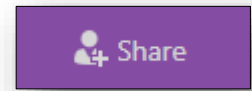


OneNote-Moving a OneNote to another Leader

These directions explain how to move a OneNote Notebook from one Leader to another.

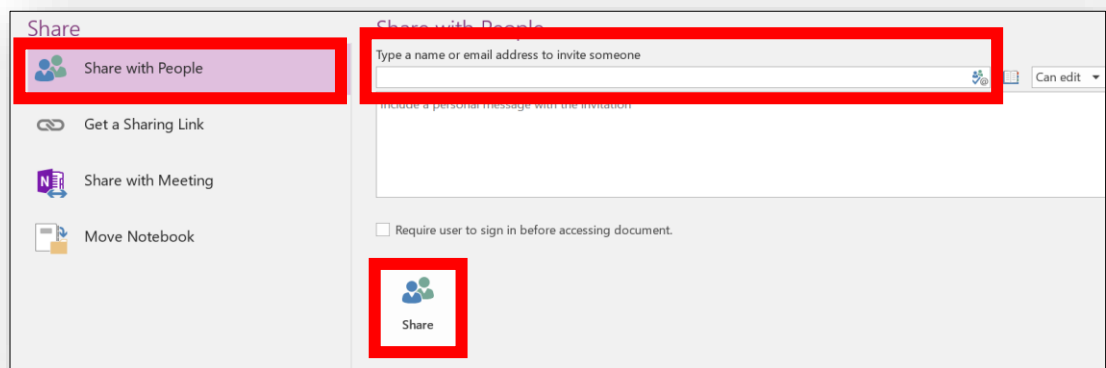
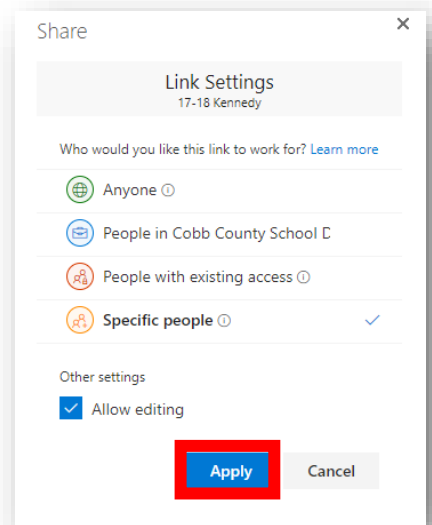
Share Notebook with New Leader

1. Open the OneNote which needs to be shared.
2. Add the new leader(s) to the current school OneNote by clicking the **Share** button in OneNote online.
3. Choose to share with **Specific People**.
4. Click **Apply**.
5. Type in the name(s) of the new leader(s).



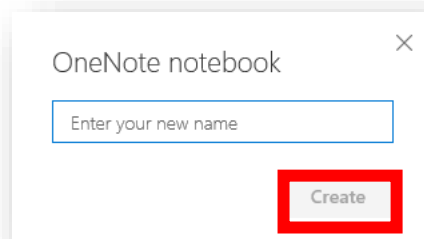
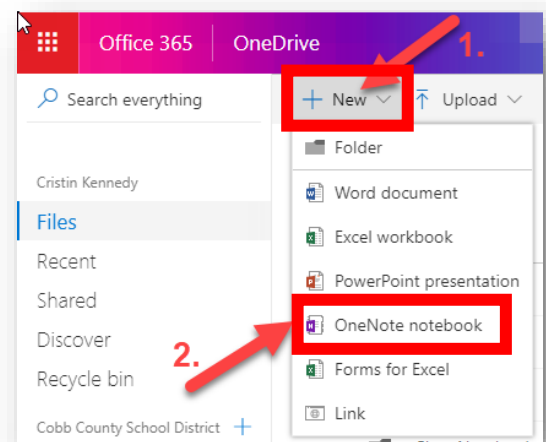
OR

6. From OneNote 2016, click on **File**.
7. Select **Share**.
8. Type in the name(s) of the new leader(s).
9. Click **Share**.



New Leader Creates a New OneNote Notebook

1. Log into **Office 365** from any web browser.
2. Open **OneDrive**.
3. Navigate to the location in OneDrive that you want to store the notebook.
4. Click **New** and **OneNote Notebook**.
5. Type in the name of the notebook.
6. Click **Create**.



*The new leader can also create a New Team and use the notebook created with the Team.

New Leader opens both OneNote Notebooks in OneNote 2016

1. Open the new **Notebook** from the online version to **OneNote 2016** by clicking on **Open in OneNote**.

Note: You may be prompted to choose an app, choose OneNote 2016.

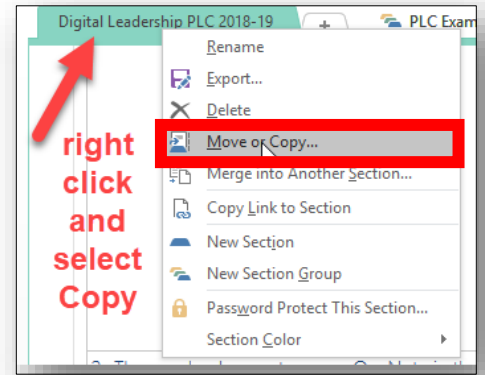
A rectangular button with the text 'Open In OneNote' inside.

2. Open the **shared notebook** in **OneNote 2016**.

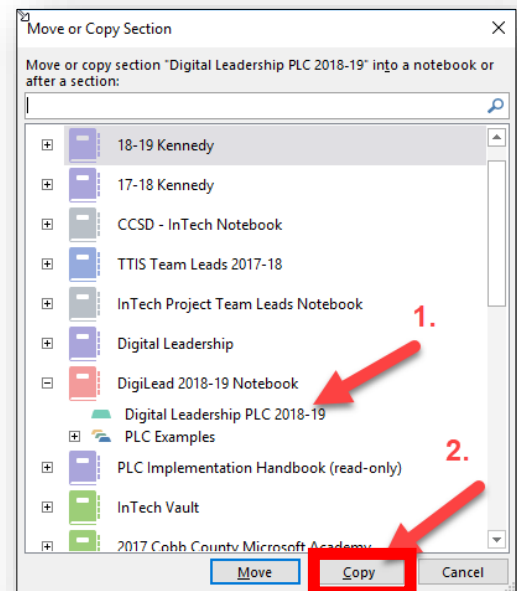
Note: You will be able to click on the link in the email sent to you to open in online version. Choose Open in OneNote to open in OneNote 2016. If you do not have the email, you can access your notebook in OneDrive, Shared with Me OR in Office 365, OneNote Notebooks, Shared tab.

Copy Sections to New Notebook

1. Right click on the **section** you want to copy to the new notebook.
2. Select **Move or Copy**.

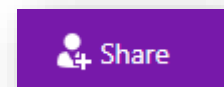


3. Choose the name of the new notebook and its appropriate location.
4. Select **Copy**.

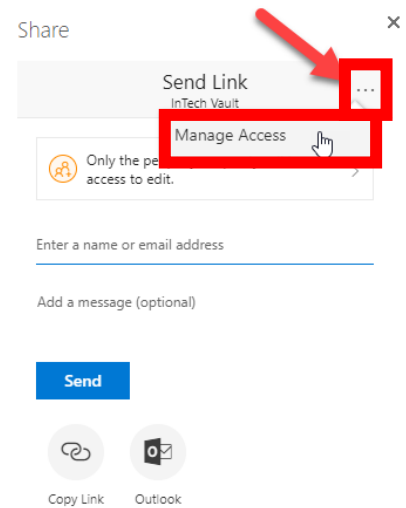


Change Permissions of Original Notebook

1. Once the new leader confirms they have copied all needed sections, the original owner of the original notebook can stop sharing with selected users.
2. Open the notebook from Office 365 and OneDrive.
3. Click on **Share**.

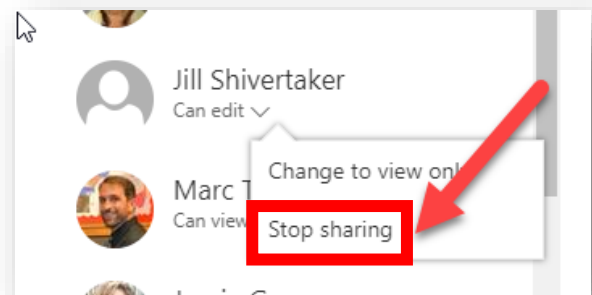


4. Click on ... (ellipses).



5. Click on **Manage Access**.

6. Find the name and click **stop sharing**.



Sharing Notebook with School

1. When the new leader is ready to share the notebook with the school, open the notebook in Office 365 or OneNote 2016 to Share.
2. Choose Specific People and Apply to type in the names of the people you wish to share it to.
OR
3. Choose People in your organization and Apply. Then choose to copy link. This link can then be emailed to appropriate recipients.

Note: Anyone who has access to the link and works within CCSD will be able to have access.