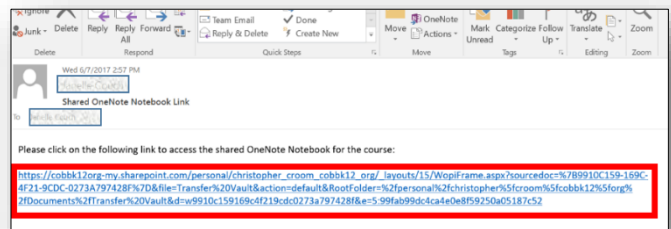
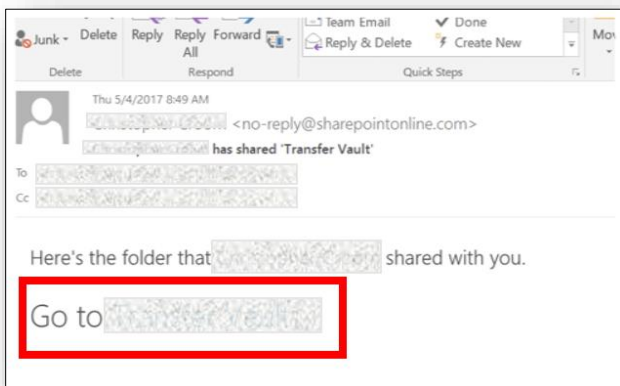


# Open a Shared OneNote Notebook

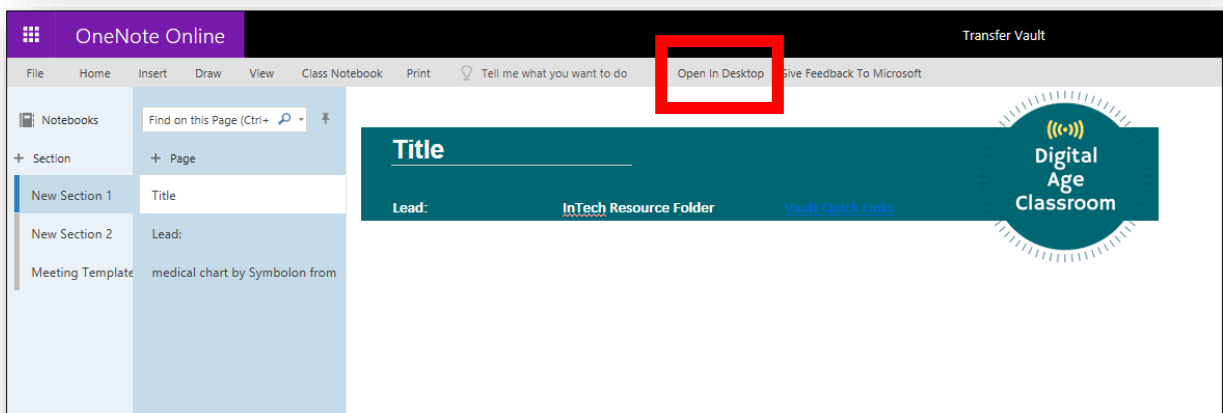
These directions explain how to open a Shared OneNote Notebook via email or in the shared files in OneDrive.

## Open a Shared OneNote via email

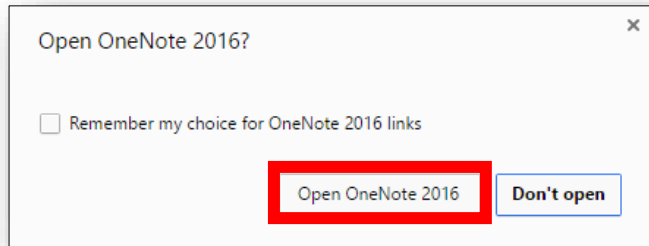
1. Upon receiving an email that a OneNote Notebook is shared with you, **open** the email and **click** on the name of the notebook OR **click** the link to the shared notebook. This will open the OneNote Notebook in the online version.



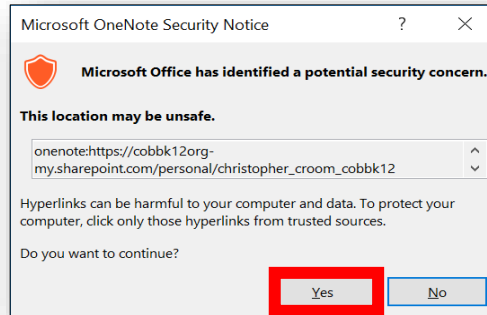
2. You may choose to work in the OneNote Notebook in the online version. However, you can also open the OneNote Notebook in the full desktop version by clicking on **Open in Desktop**.



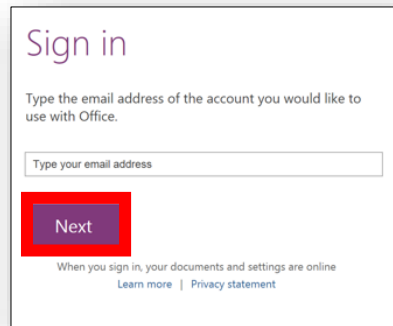
3. **Click** Open OneNote 2016.



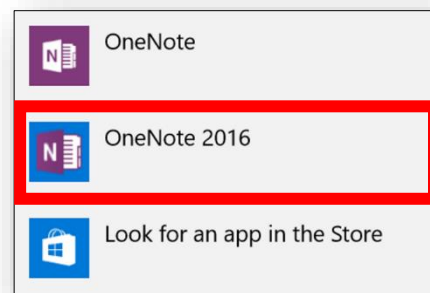
4. **Click** Yes.



5. If asked to sign in to your Office 365 account, sign in with your CCSD email and network password. **Click** Next.



6. If asked what program to open the OneNote Notebook in, **select** OneNote 2016.



## Open a Shared OneNote via Shared with Me Folder

When a OneNote Notebook is shared with you, you will receive an email with the link. However, if you cannot find the email, you can access the shared OneNote Notebook in the Shared with Me Folder in Office 365.

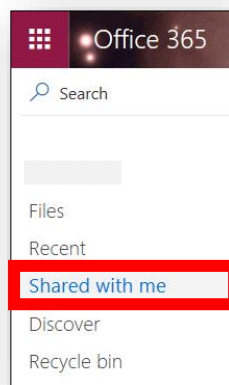
1. Log into Office 365 with your  
CCSD email and network password.



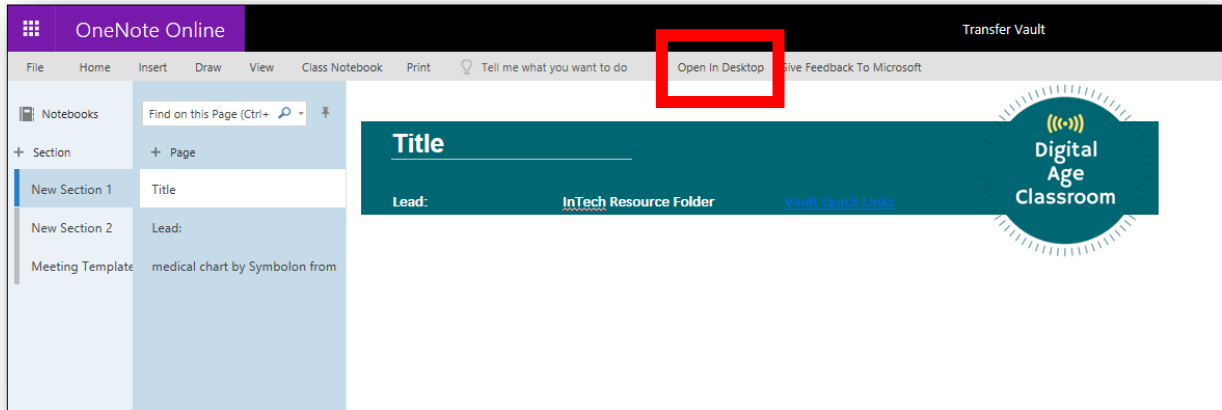
2. **Click** on OneDrive.



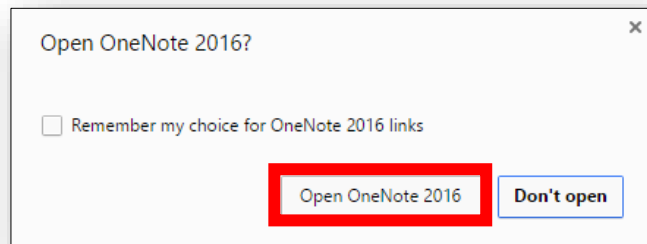
3. **Click** on Shared with Me.



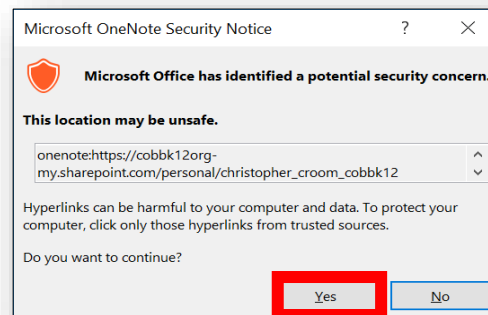
4. Click the shared Notebook's file name in the list. This will open the OneNote Notebook in the online version. You may choose to work in the OneNote Notebook in the online version. However, you can also open the OneNote Notebook in the full desktop version by clicking on **Open in Desktop**.



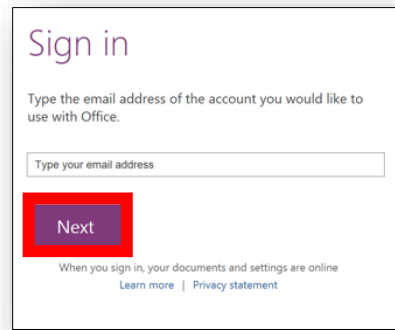
5. **Click** Open OneNote 2016.



6. **Click** Yes.



7. If asked to sign in to your Office 365 account, sign in with your CCSD email and network password. **Click** Next.



8. If asked what program to open the OneNote Notebook in, **select** OneNote 2016.

