Changing OneNote 2016 Default Settings to OneNote App

These directions explain how to change your OneNote default settings to open OneNote Notebooks in the OneNote App.

Default app settings

E Choose a default app for each type of file Choose a default app for each protocol

- 1. In the bottom left of your screen, type **Default App Settings** in the search box.
- 2. Click on **Default app settings**.

3. Scroll to the bottom of the screen. Select **Choose default apps by protocol.**

 Scroll down the file list and look on the left for ONENOTE URL: OneNote Protocol. Click on the OneNote 2016 icon across from ONENOTE URL: OneNote Protocol.



Settings

e

Reset

Have a question?

Default apps

Reset to the Microsoft recommended defaults

Choose default apps by file type Choose default apps by protocol

O Type here to search

Filters 🗸

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5. Then choose **OneNote**. Note: This will now allow you to open OneNote Notebooks from the online version to OneNote App instead of the OneNote 2016.



