

# OneNote

## How to Move One from our Local Drives to Office 365 and Why

One of the best features of Office 365 is that you can share your OneNote with others and have access to it from anywhere that you have Internet access.

So why move it?

1. You can share with anyone.
2. This helps IT, in the past they would have to allocate a drive for specific folks (for example: let's say a Concussion OneNote needs to have the athletic trainer, the nurse, admin and the school phycologist). What R drive is allocated to just that group? None! However, in o365 you can invite specific people.
3. You have access to it on any device that has Internet access.
4. You have access to it 24/7 as long as you have Internet.

How to Move it.

Always start in o365.bluevalleyk12.org and make a new OneNote there.

1. Login
2. Go to OneDrive.
3. Select: New OneNote notebook
4. Then "Open in Desktop" to bring it to the desktop app. Full directions for #1 – 4 are here: <https://web2oolbox.wordpress.com/2017/05/25/o365-how-to-create-a-onenote/>
5. Then copy the sections from the old OneNote into this one.
6. I suggest that you remove the sections from the old OneNote and put one page that says "this has moved" with directions on how to open a shared OneNote along with who to contact to be invited to it if it is not shared with them. <https://web2oolbox.wordpress.com/2016/08/10/o365-open-a-shared-onenote/>
7. Last, you need to share your new OneNote with the desired recipients. Sharing directions are posted in the link from #4 above.