

Sharing a OneNote Notebook on OneDrive

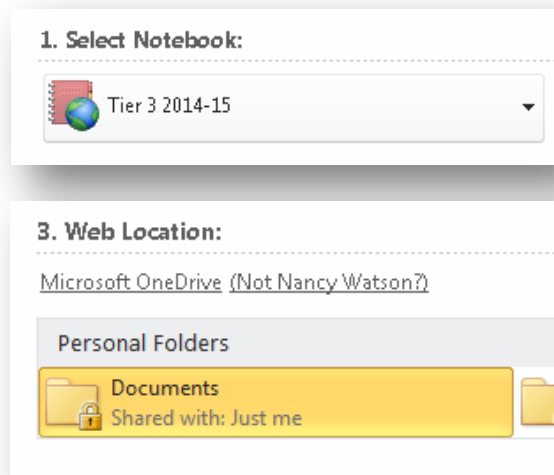
Directions for the person who is creating and sharing a OneNote notebook:

After creating your notebook, Click **File > Share**

Step 1: Be sure the correct notebook is selected.

Step 2: Select **Web**.

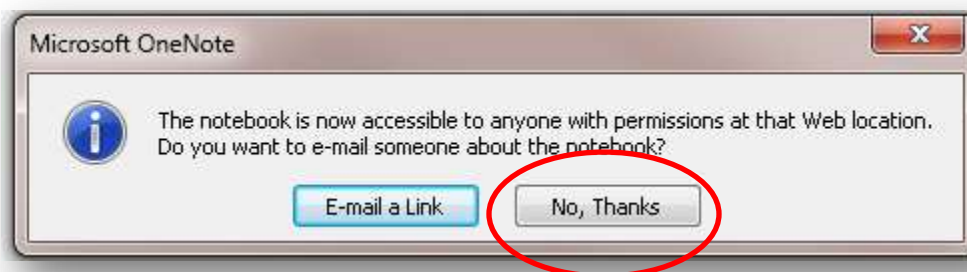
Step 3: Sign in to OneDrive if necessary, using your PISD email address and network password. Select the folder title where the notebook will be saved on the SkyDrive (typically this folder is titled **Documents**). *NOTE: Once you select the folder, you can NOT change the notebook's location on the web!*



Click the **Share Notebook** button.

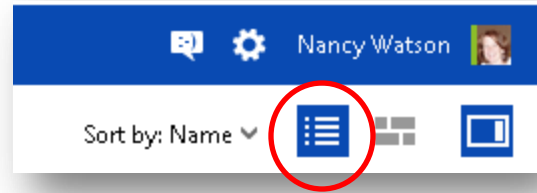


A pop-up message will appear asking if you'd like to email a link. Click **No, Thanks**.

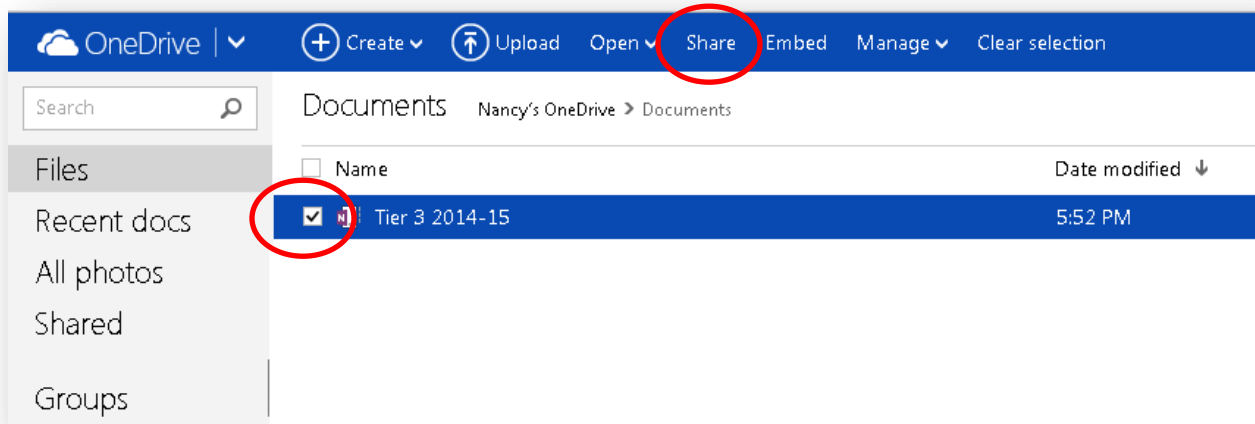


In your browser's address bar, type <http://onedrive.live.com>. If prompted to log in, enter your PISD email address and network password.

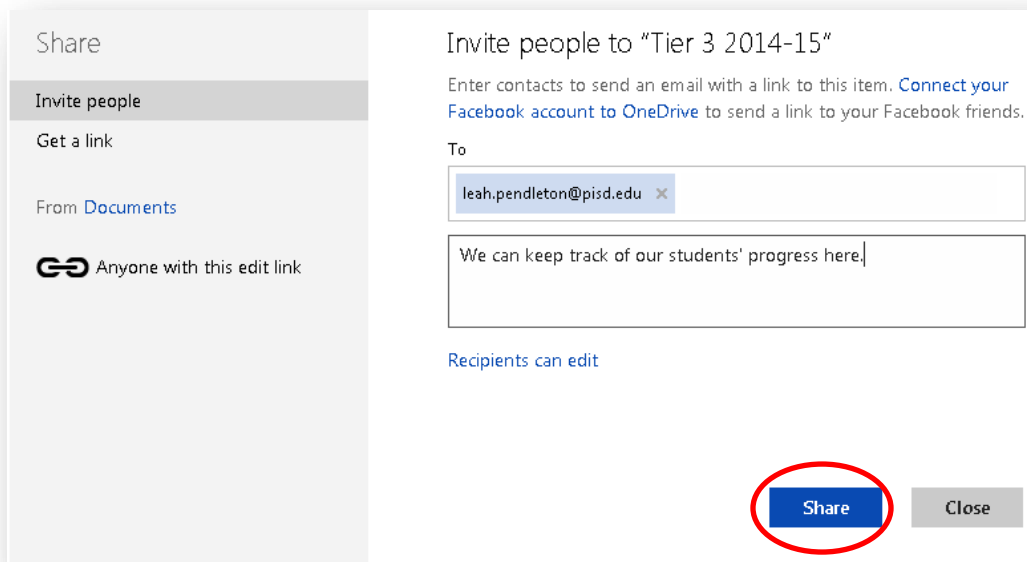
When you first get to OneDrive, the colored blocks indicating your file names can be a little confusing. If you would prefer to see your documents in list form, click the list icon at the top right of your screen.



Click the correct folder to open it. Locate the notebook you want to share and click the box to its left to select it. Once the correct notebook has been selected, click the **Share** option on the horizontal menu bar at the top of the page.

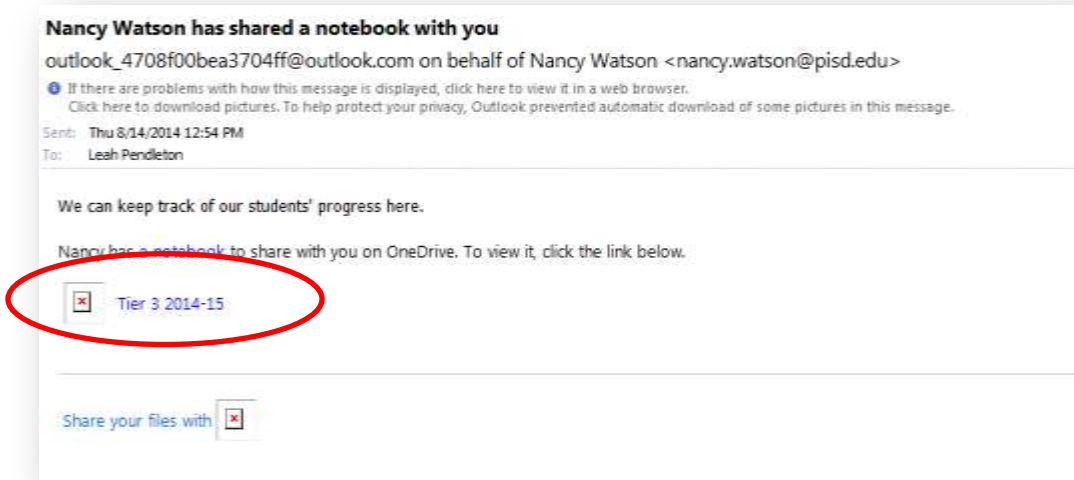


An email window will appear. Type the PISD email address of the person(s) with whom you wish to share the notebook. You can include an additional message if you like. Click the blue **Share** button to send the email notification. Close the window when all sharing invitations have been sent.

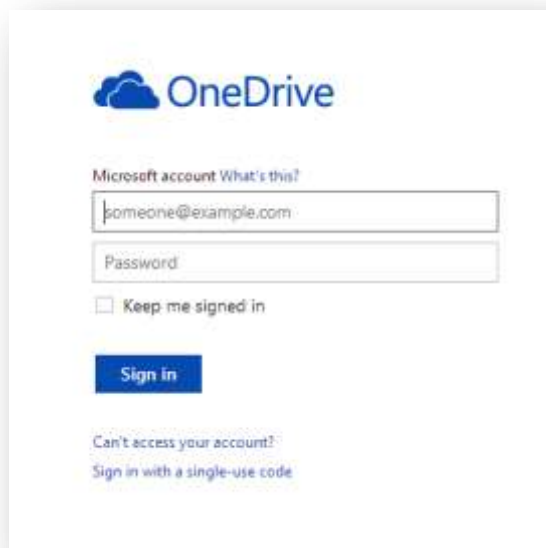
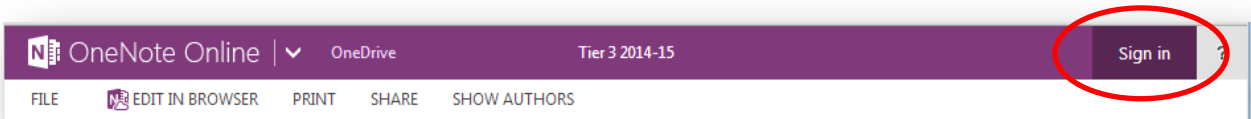


Directions for the person who is *receiving* the shared OneNote notebook:

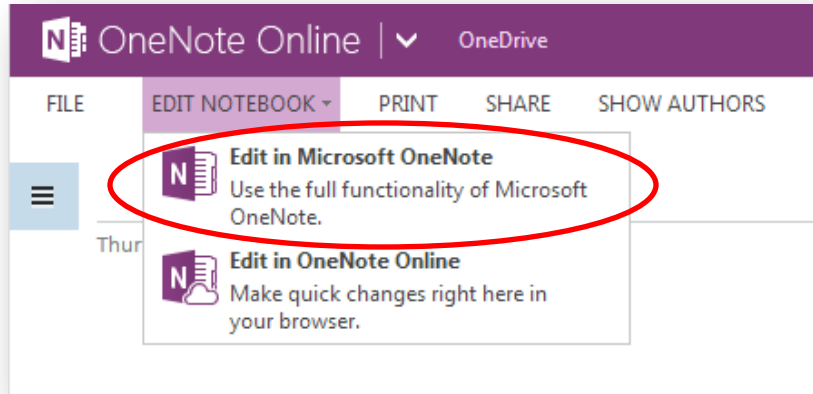
You will get an email with content that looks like this. Click the OneNote icon/file name.



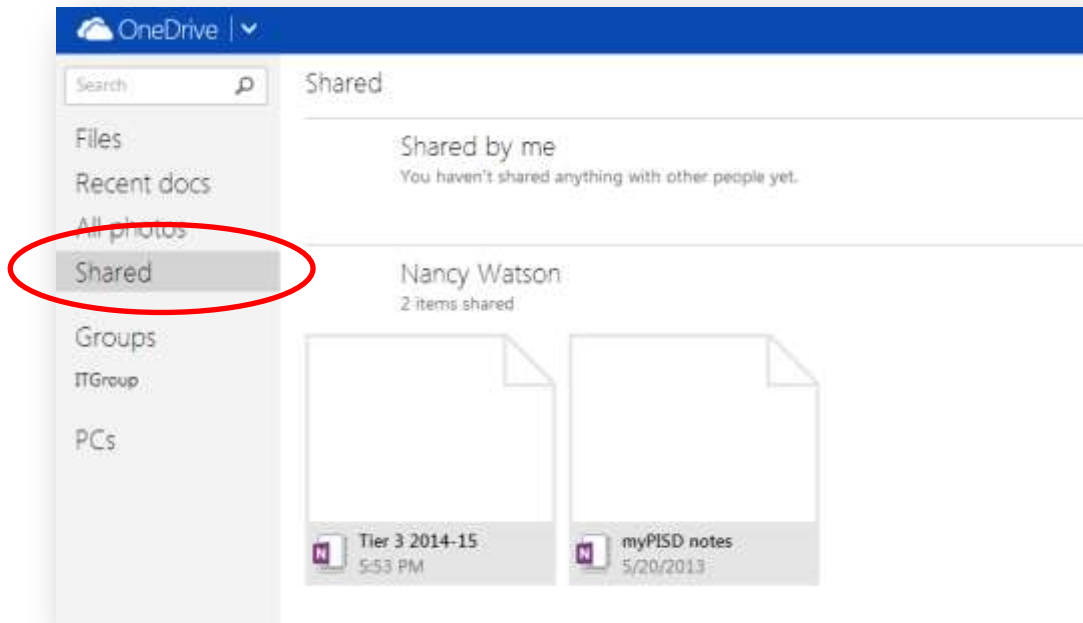
If you are not already logged in to OneDrive, click **Sign in**, using your full PISD email address and network password.



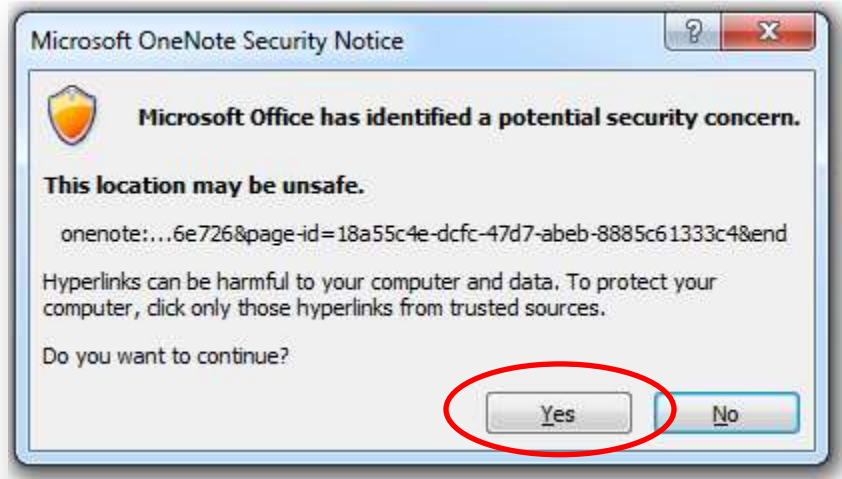
Click **Edit Notebook** > **Edit in Microsoft OneNote** to open the full version of the OneNote program.



If for some reason you don't want to open the notebook from the link in the email, you can also locate the shared notebook by logging in to <http://onedrive.live.com> with your full PISD email address and network password. Click **Shared** on the left side of the screen, then **Edit Notebook** > **Edit in Microsoft OneNote** to open the full version of the program, as above.



You may see a security message. Since you know who sent you the link, it is ok to continue; click **Yes**.

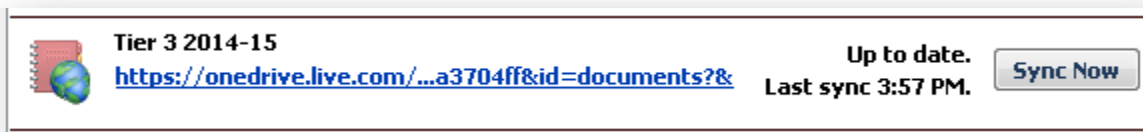


The notebook will open in the full version of the OneNote program. Once this step has been done once on your teacher computer, the shared notebook will always be available when OneNote is opened (i.e. you will only have to open the notebook from the SkyDrive the very first time it is accessed on a particular workstation).

To sync your notebook, click File, then the View Sync Status button



If the Sync status is anything other than "Up to date," click the **Sync Now** button.



To sync your changes, right-click the name of your notebook. Click **Sync This Notebook Now**.

