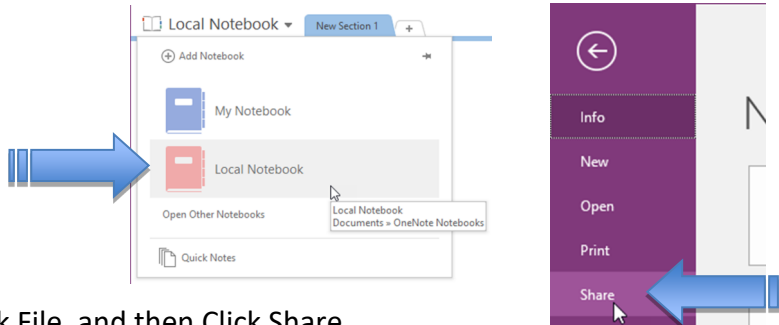




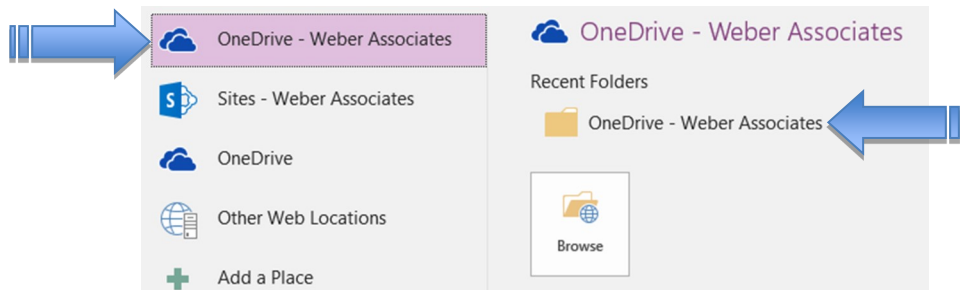
Make Sure OneNote is Configured to Sync

OneNote should automatically create a Notebook for you on OneDrive that you can open on both your computer and mobile device. However, if you have previously setup OneNote 2016 with your Notebook locally stored on your computer, you will need to move it to OneDrive to access it on your mobile device by following these steps.

1. Select the Notebook you would like to sync (if you have more than one).



2. Click File, and then Click Share.
3. Select your OneDrive account if you are already authenticated, then select a folder and click Move.



4. Or, if you are not currently logged into your OneDrive account through Office, you will need to click "Sign In" and enter your login information to access OneDrive.
5. Once logged in, you can rename the Notebook if desired, and click "Move Notebook" to move your Notebook to OneDrive.
6. Click the arrow in the upper-left corner to return to your Notebook that is now syncing with OneDrive.

