

Sharing OneNote Content

Pages, Sections, or Notebooks as PDF

- Select the Page/Section/Notebook you would like to share, then click File
- 2. Click Export
- 3. Click Page/Section/Notebook
- 4. Choose PDF as the File Type and click Export

Export 1. Export Current: 2. Select Format: File Types Page OneNote 2010-2016 Section (*.one) N Section Word Document (*.docx) w Notebook Word 97-2003 Document (*.doc) W PDF (*.pdf) XPS (*.xps) Single File Web Page (*.mht) _**D** Export

Send a Page as an Email

- 1. Click the page you would like to send as an Email
- 2. Click Email Page in the ribbon
- 3. A new email message will open in Outlook
- 4. Enter an email address and press Send



Share a Notebook with another user and allow editing

- 1. Select the Notebook you would like to share, then click File
- 2. Click Share
- 3. Click Share With People
- Type in the email address of the user you would like to share your Notebook with
- 5. Click Share



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