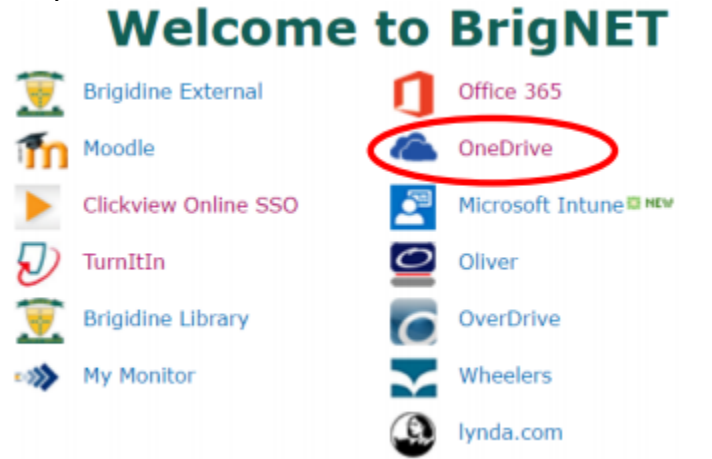


OneNote: Creating and Opening

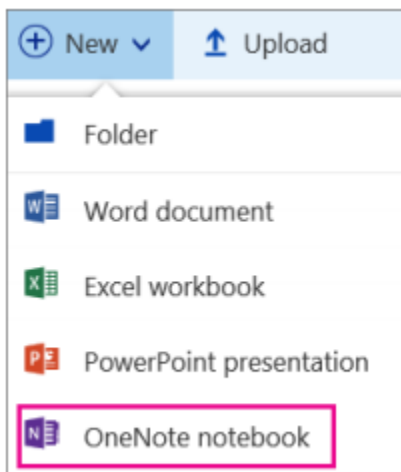
Use these tutorials to create and open OneNotes- OneNote backup and syncing will be covered in later tutorials.

Instructions (Creation)

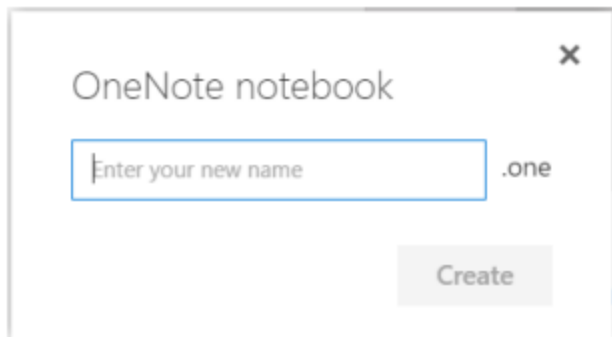
1. Go to your OneDrive online



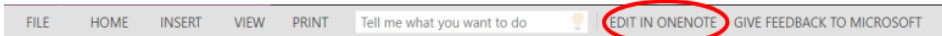
2. Create a folder called OneNote Notebooks.
This is where you will save all your OneNotes **until you graduate**.
Do not move this folder. If you do, your OneNotes will stop syncing.
3. Open 'OneNote Notebooks'.
4. Click *New* and then OneNote notebook.



5. Name the Notebook.
Call it by the subject, year and term.
For example, if you had a notebook you were going to use for English all year in 2018, call it 'English 2018'.
If you had a notebook you were going to use for English in Term 1 of 2018, call it 'English 2018 Term 1'.



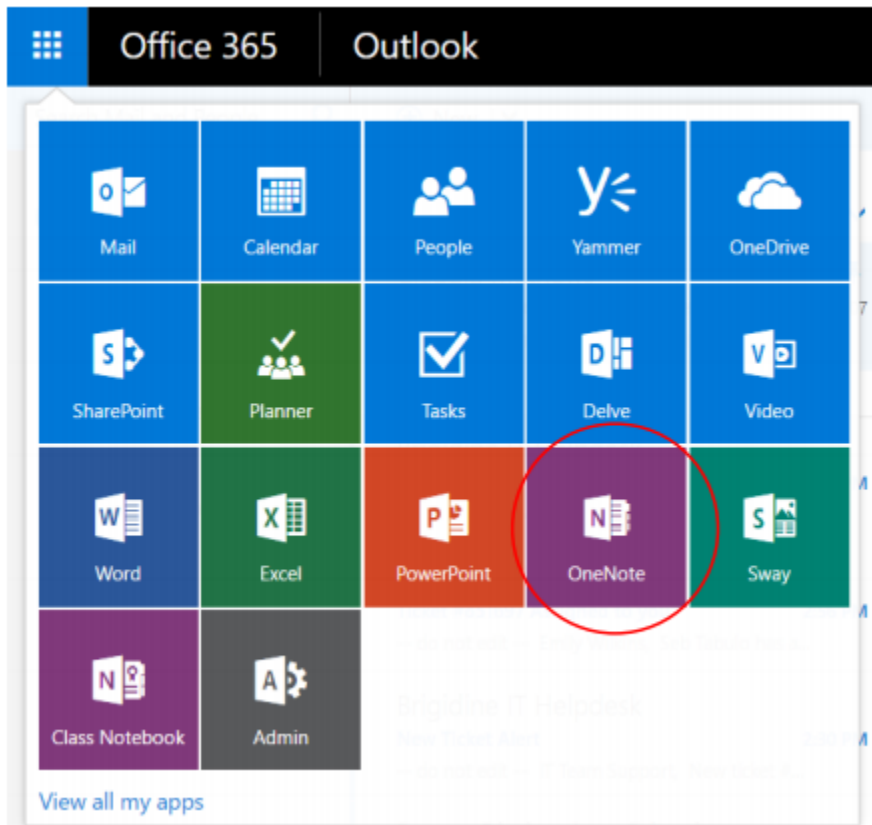
- Click *Create* and you will be taken to your Notebook.
Then click *Edit in OneNote* and you will be taken to the desktop OneNote.



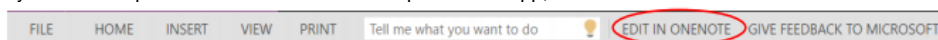
- You can now use the Notebook! Make sure you are checking periodically that all your Notebooks are syncing properly.

Instructions (Opening)

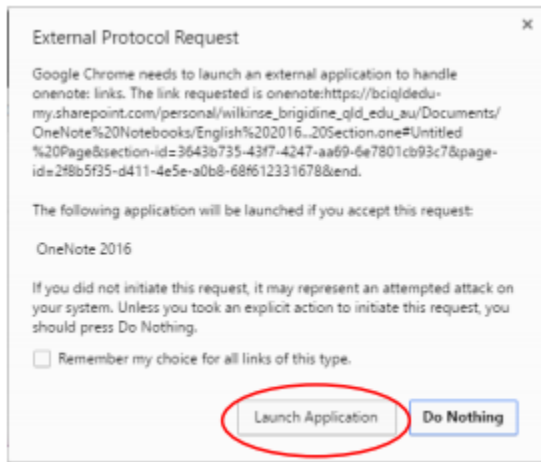
- Go to your *OneNote online* (from Office 365).



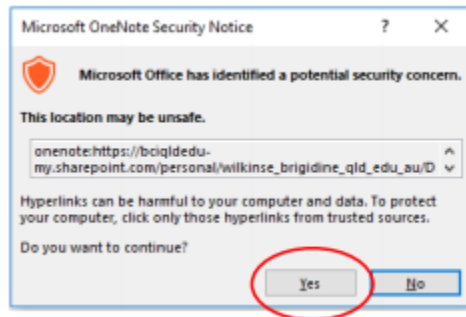
- You will be given a list of your notebooks. Click the one you want to open it.
- If you want to open the *OneNote* in the desktop OneNote app, click *Edit in OneNote*.



4. Click *Launch Application*.

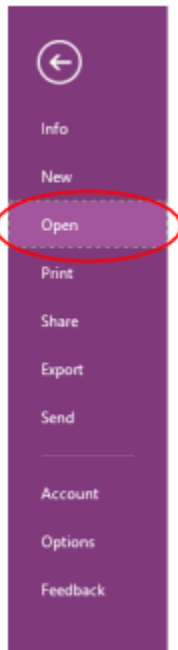


5. Click Yes.

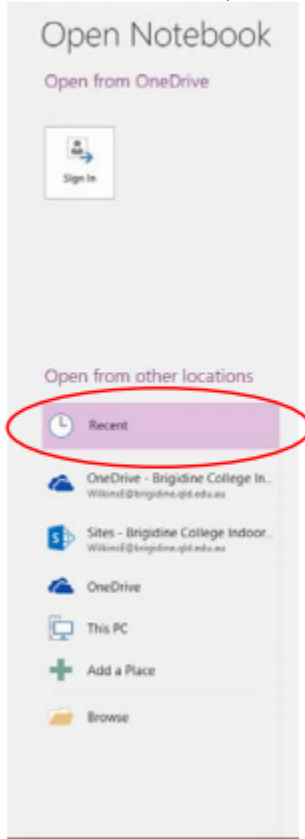


Alternatively

6. In your desktop OneNote, go File -> Open.



7. Under *Recent Notebooks*, click to open any of the notebooks that are listed.



Related articles

- [OneNote: OneDriveBackup and Syncing](#)
- [Create Teams Class OneNote](#)
- [OneNote: Clearing Cache and Deleting Backups.](#)
- [OneNote: Creating and Opening](#)