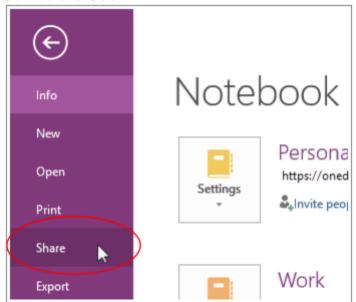
OneNote: OneDriveBackup and Syncing

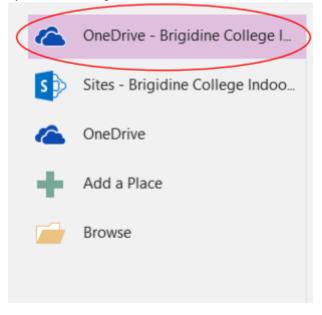
It is important to store your OneNote Notebooks on Onedrive, done correctly this will ensure you always have access to your notes. As a second fail safe, you may wish to create another copy of your Notebooks. Hence, use this tutorial to move your OneNotes into OneDrive, check it is syncing and how to create backups.

Instructions (OneDrive)

- 1. Make sure you have the OneNote you want to put on OneDrive open in OneNote.
- 2. Click File and then Share.



 Click OneDrive – Brigidine College Indooroopilly. If you don't see this option, then it is probably already on OneDrive. If you are concerned, go to IT Services.



4.	Click Browse.
	🗥 OneDrive - Brigidine College Indooroopilly
	Recent Folders
	OneDrive - Brigidine College Indooroopilly
	Browse

- Choose where you want to save the notebook.
 It's a good idea to have a folder called 'OneNote Notebooks', and just save all your *OneNotes* in there.
- 6. Name the notebook, then click Move.

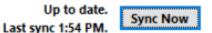
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Instructions (Syncing)

1. Click File and then View Sync Status (under 'Info').

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	Sync	d we sync your automatically manually	notebooks? whenever there are changes	<u>Sync All</u> C <u>a</u> ncel Sync

- Make sure that all your notebooks are listed. If they are not, then some notebooks are syncing to your computer and not your OneDrive. They need to be on OneDrive, otherwise they will not be backed up. You need to put the OneNote on OneDrive (refer to tutorial above).
- 4. If all your notebooks say Up to Date, there are no sync issues.



- 5. If they don't say 'Up to Date', click Sync All and see if they become 'Up to Date'.
 - a. Sometimes the image of the sync status bar can get stuck.
 - If one of your notebooks has been syncing for a long time, close the window and open it again.
 - b. If your notebooks are not syncing properly then go to IT Services to get them fixed.

Instructions (Backup)

- 1. Before you complete this tutorial ensure that your Notebooks are synced (up to date).
- 2. In OneNote, click *File* and then *Options*.

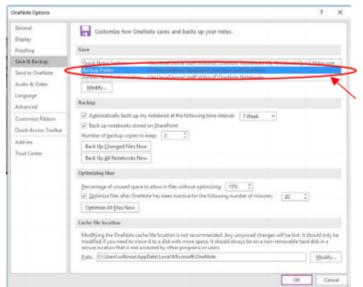


3. Select Save & Backup in the window that appears.



4. You can change where the backups are stored if you want

a. Select Backup Folder.



b. Click Modify.



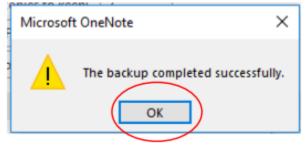
c. Choose the location you would like the backups to sync to and then click Select.

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5. Click Back Up All Notebooks Now.



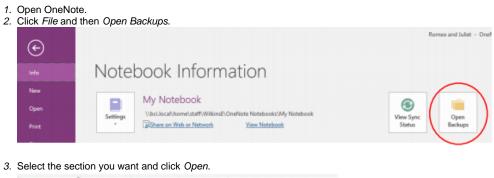
6. You should see a confirmation message. Click OK.



7. Click OK again to exit the Options window.

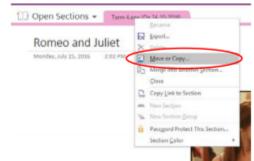
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Instructions (Accessing Backups)

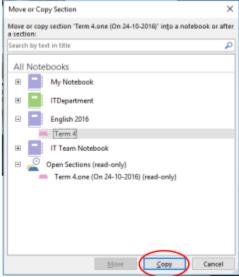


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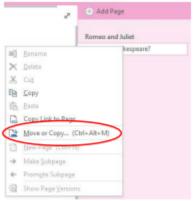
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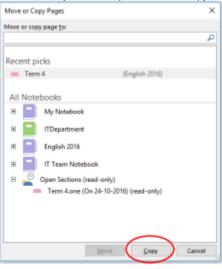
b. Choose where you'd like to put it and click Copy.



c. If you just want to Move or Copy a page: right-click on the page and click Move or Copy...



d. Choose where you'd like to put it and click Copy.



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