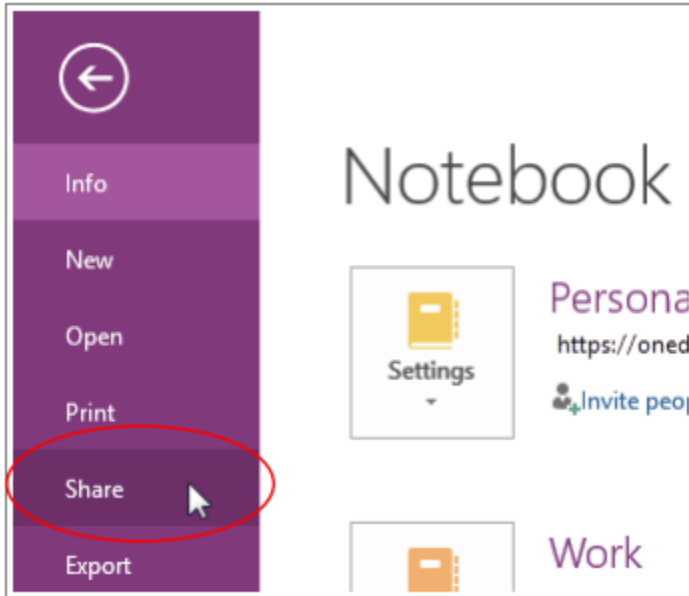


OneNote: OneDriveBackup and Syncing

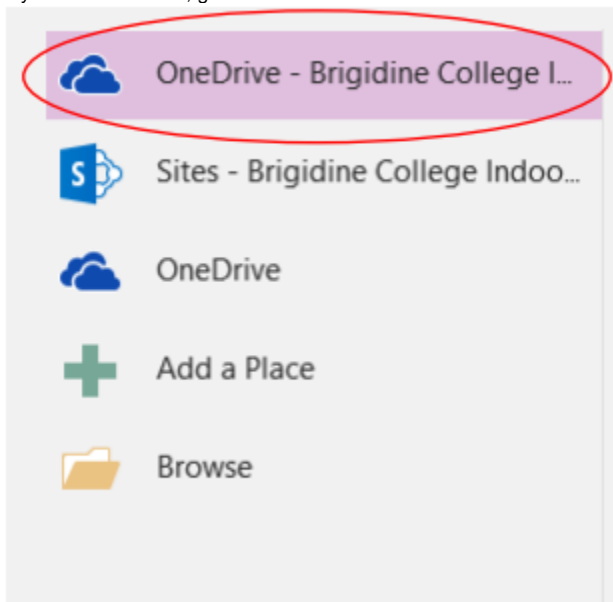
It is important to store your OneNote Notebooks on Onedrive, done correctly this will ensure you always have access to your notes. As a second fail safe, you may wish to create another copy of your Notebooks. Hence, use this tutorial to move your OneNotes into OneDrive, check it is syncing and how to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



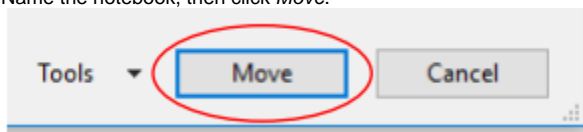
3. Click *OneDrive – Brigidine College Indooroopilly*.
If you don't see this option, then it is probably already on *OneDrive*.
If you are concerned, go to IT Services.



- Click *Browse*.

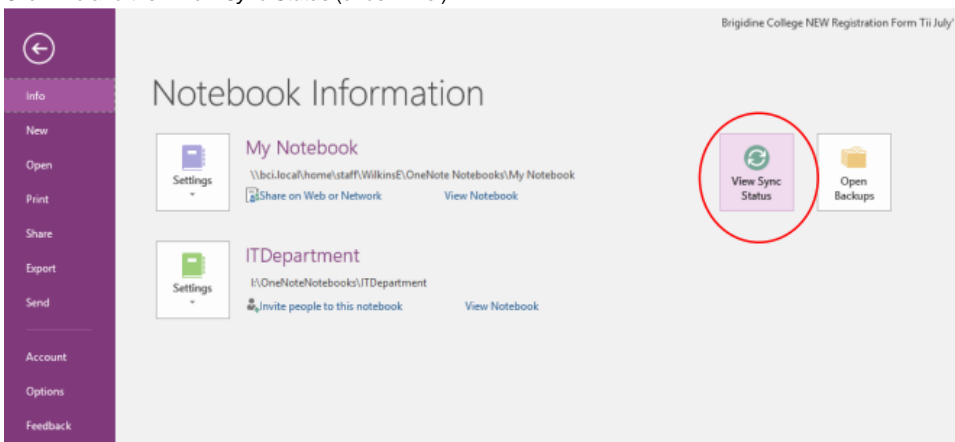


- Choose where you want to save the notebook.
It's a good idea to have a folder called 'OneNote Notebooks', and just save all your *OneNotes* in there.
- Name the notebook, then click *Move*.

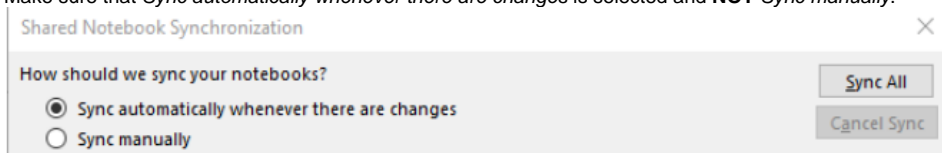


Instructions (Syncing)

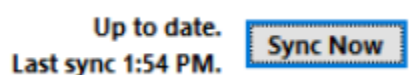
- Click *File* and then *View Sync Status* (under 'Info').



- Make sure that *Sync automatically whenever there are changes* is selected and **NOT** *Sync manually*.



- 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).
- If all your notebooks say *Up to Date*, there are no sync issues.



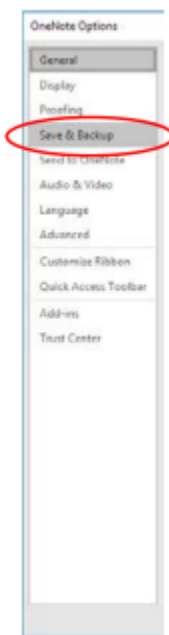
- If they don't say 'Up to Date', click *Sync All* and see if they become 'Up to Date'.
 - Sometimes the image of the sync status bar can get stuck.
If one of your notebooks has been syncing for a long time, close the window and open it again.
 - If your notebooks are not syncing properly then go to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

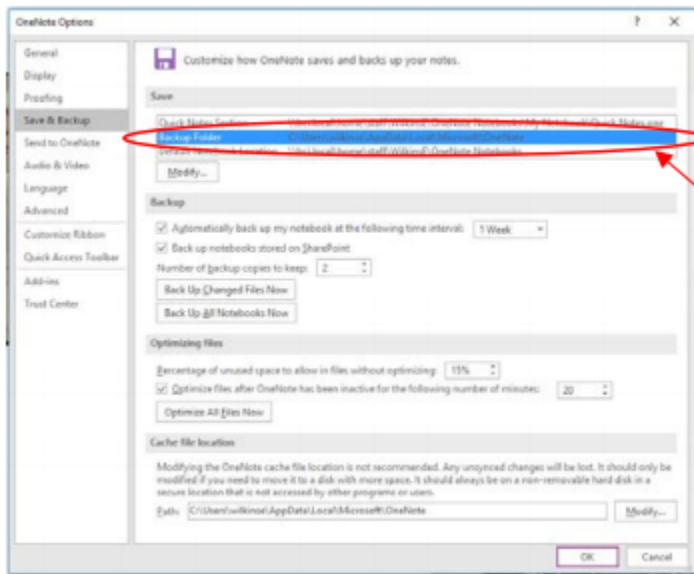


3. Select *Save & Backup* in the window that appears.

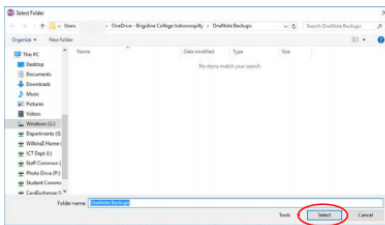


4. You can change where the backups are stored if you want

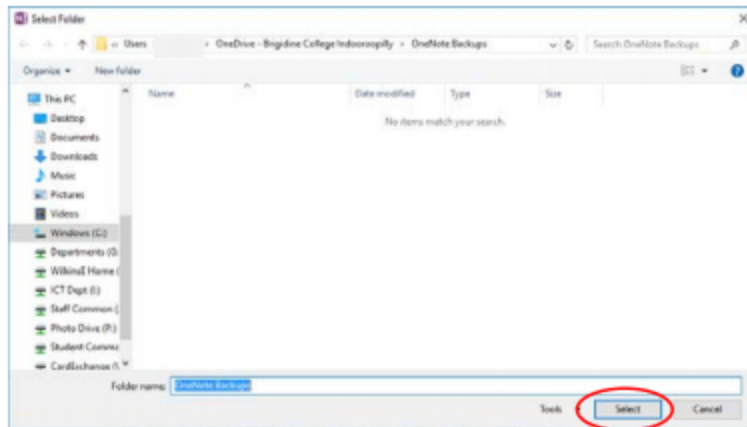
a. Select **Backup Folder**.



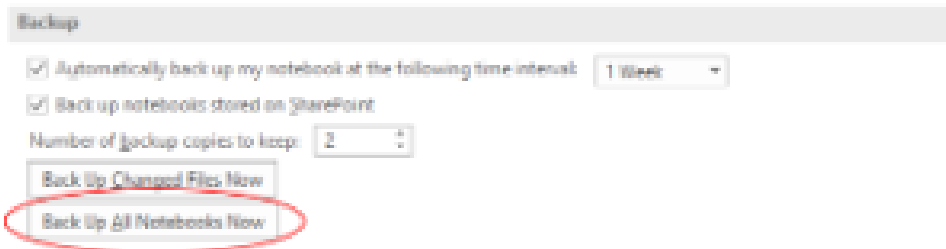
b. Click **Modify**.



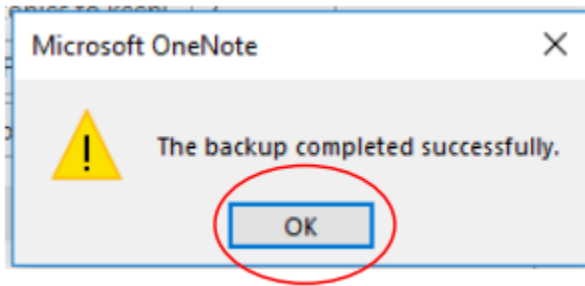
c. Choose the location you would like the backups to sync to and then click **Select**.



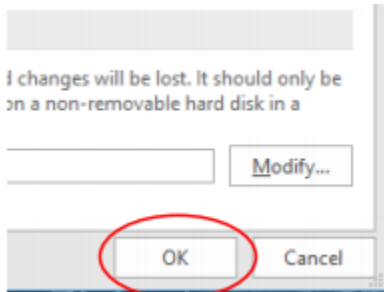
5. Click **Back Up All Notebooks Now**.



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

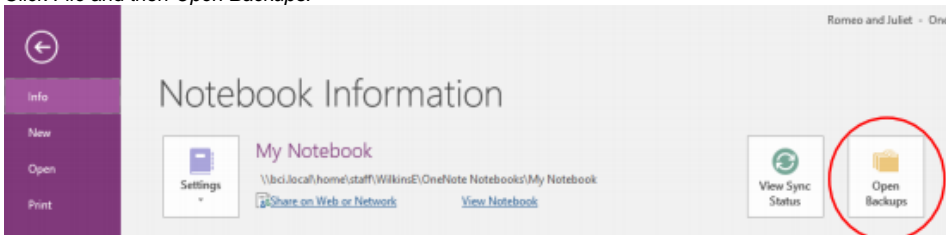


7. Click **OK** again to exit the Options window.

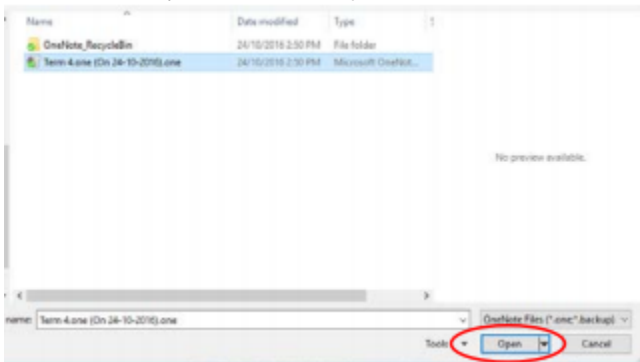


Instructions (Accessing Backups)

1. Open OneNote.
2. Click **File** and then **Open Backups**.

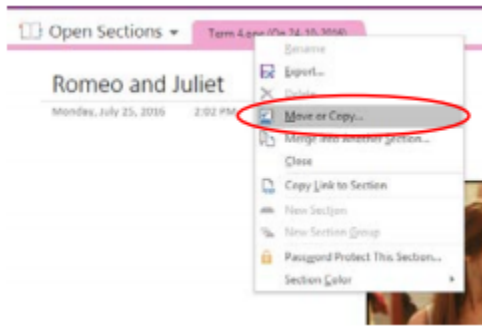


3. Select the section you want and click **Open**.

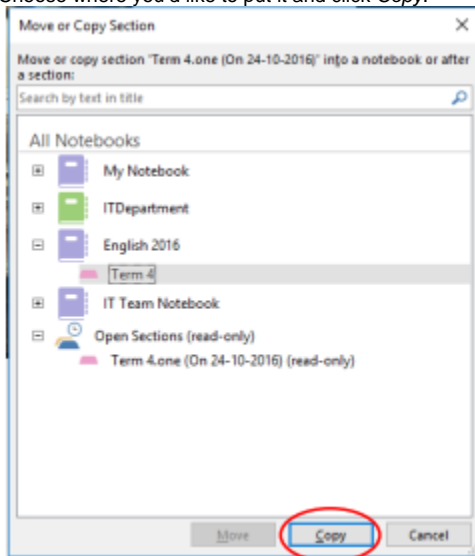


4. The section will open in your Open Sections Notebook.
You may wish to *Move or Copy* it if you are trying to get **back lost work**.

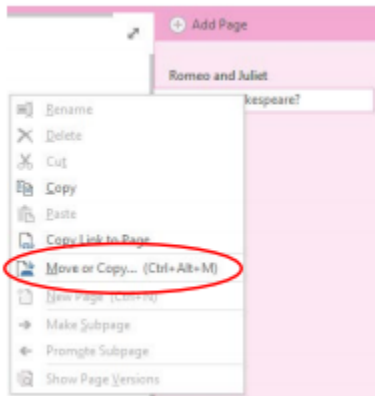
- a. If you want to Move or Copy a whole section: right-click on the section and click Move or Copy...



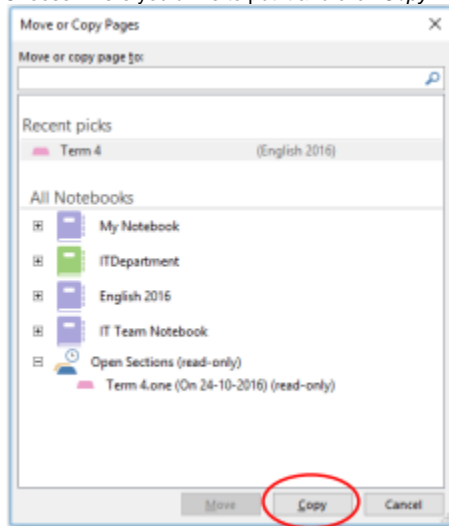
- b. Choose where you'd like to put it and click Copy.



- 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*.



Related articles

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