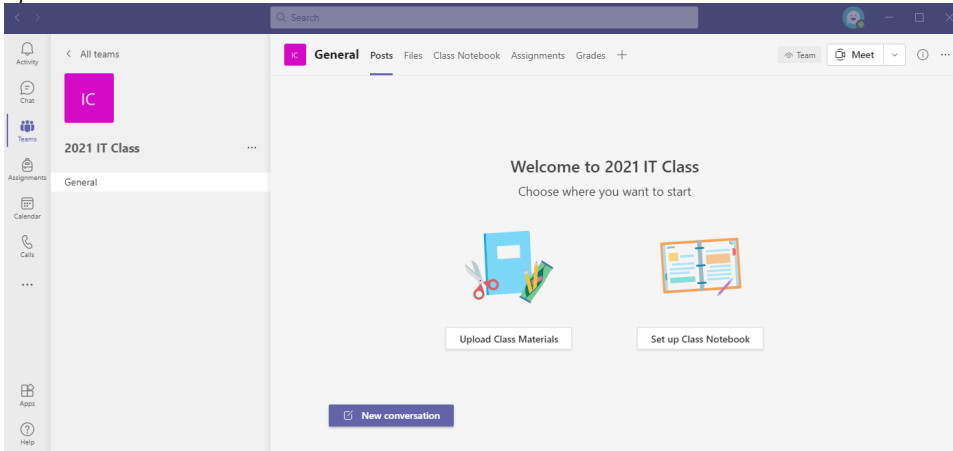


# Create Teams Class OneNote

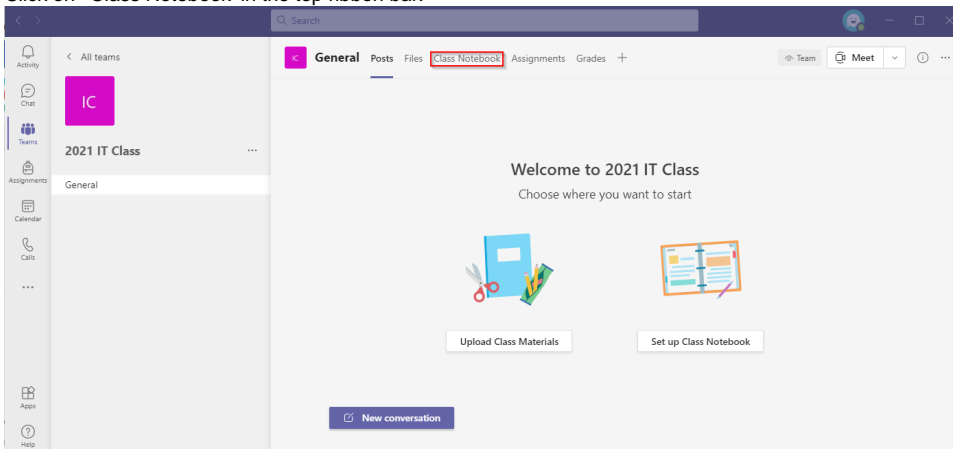
Use these tutorial to set up a new Class OneNote in Teams.  
*Click to expand the instructions.*

## Instructions:

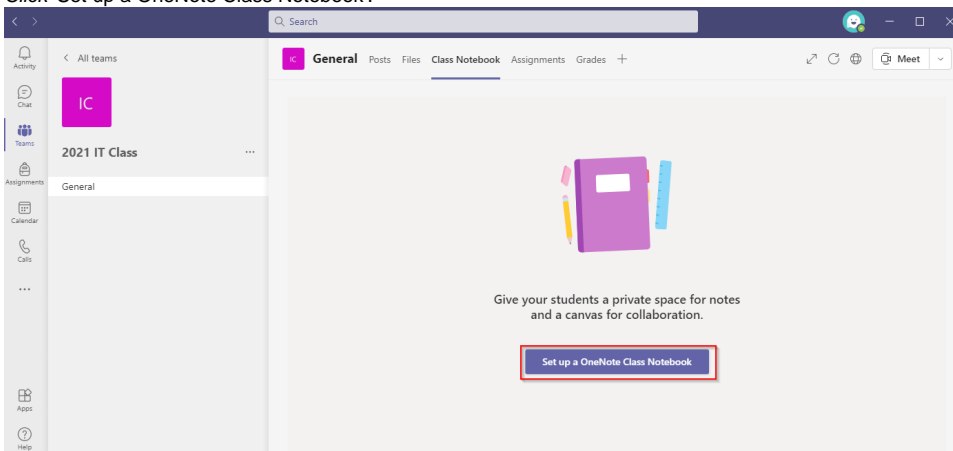
1. *Open the Class Team.*



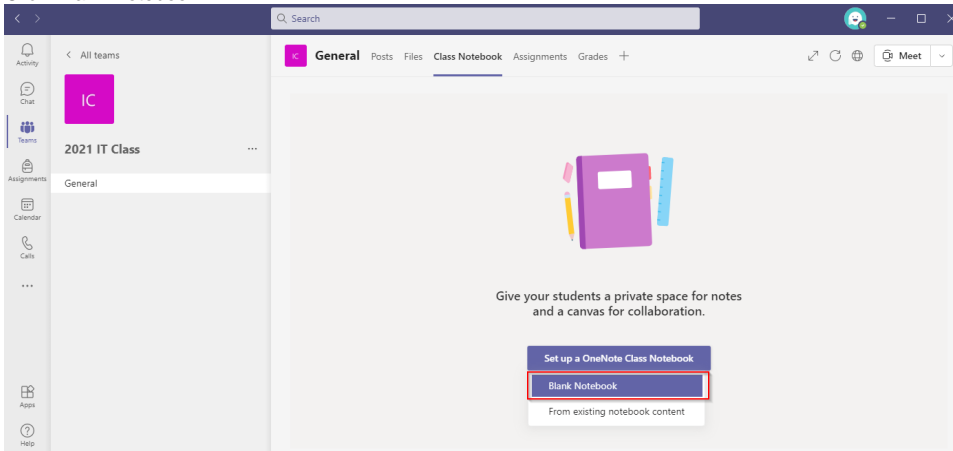
2. *Click on 'Class Notebook' in the top ribbon bar.*



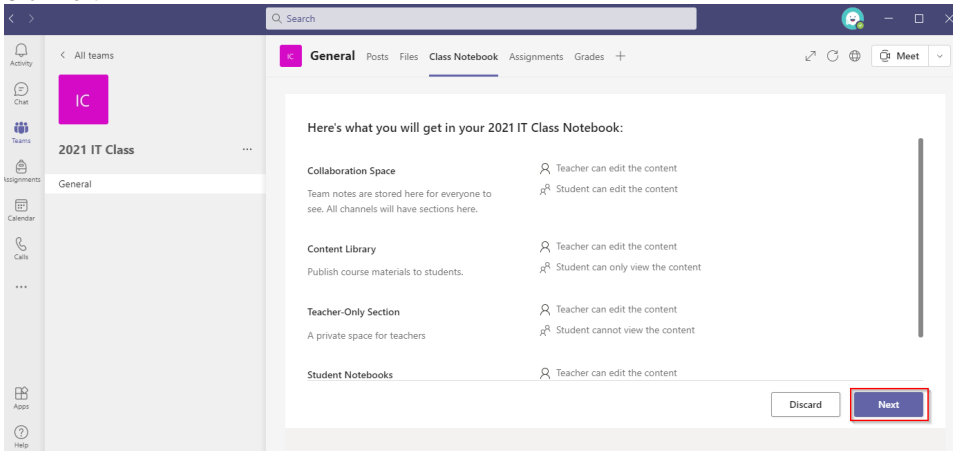
3. *Click 'Set up a OneNote Class Notebook'.*



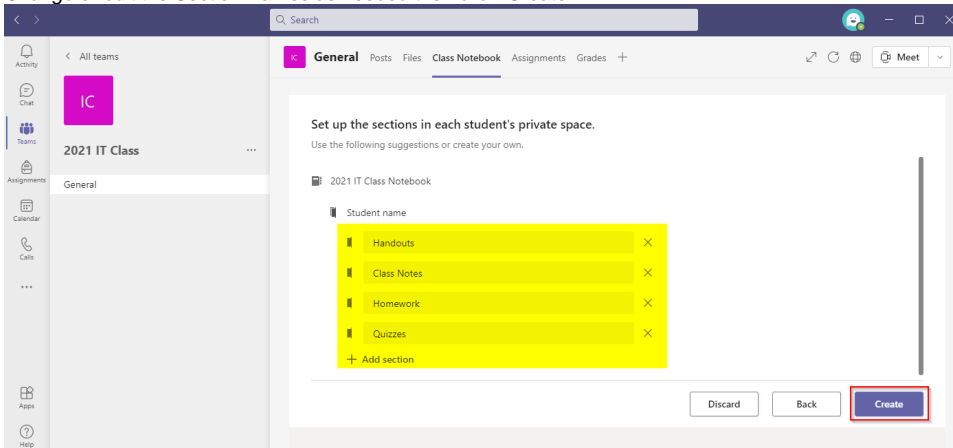
4. Click 'Blank Notebook'



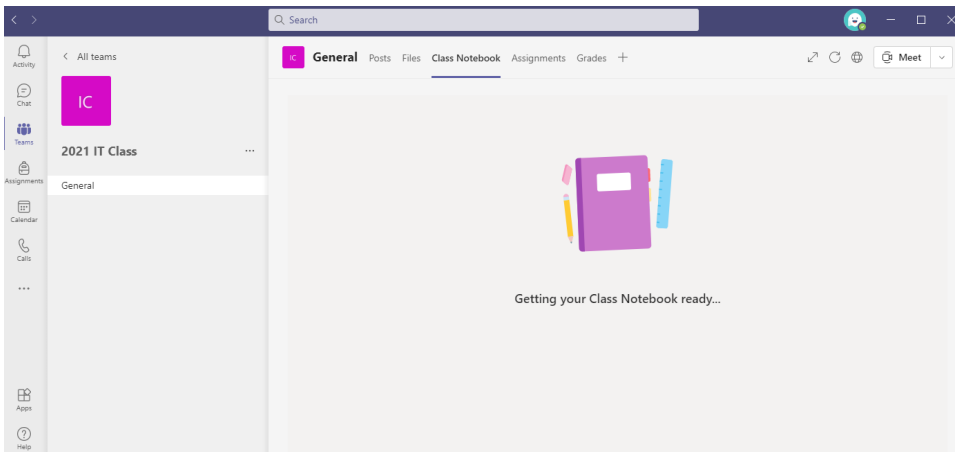
5. Click 'Next'.



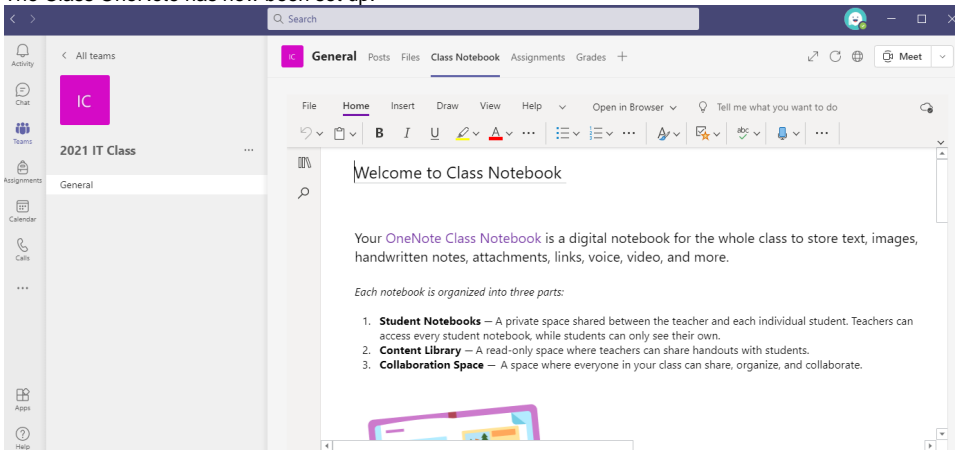
6. Change or edit the Section Names as needed then click 'Create'.



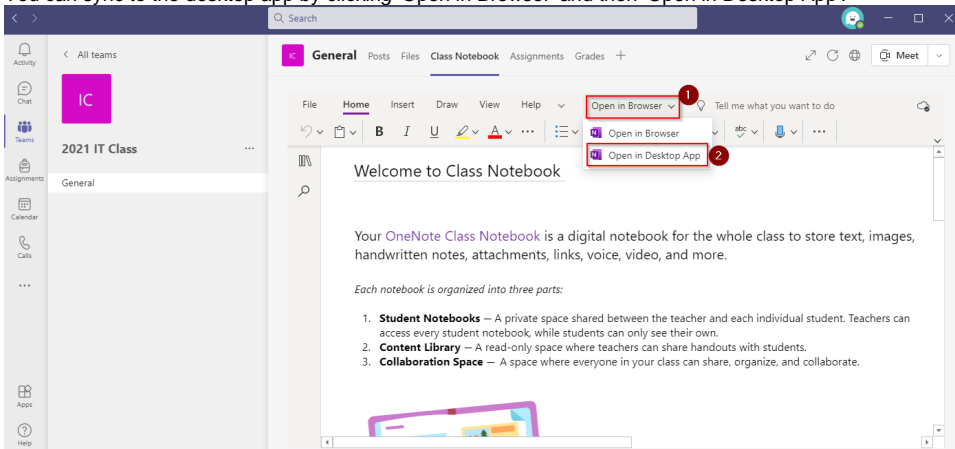
The following window will appear, allow the OneNote to be set up.



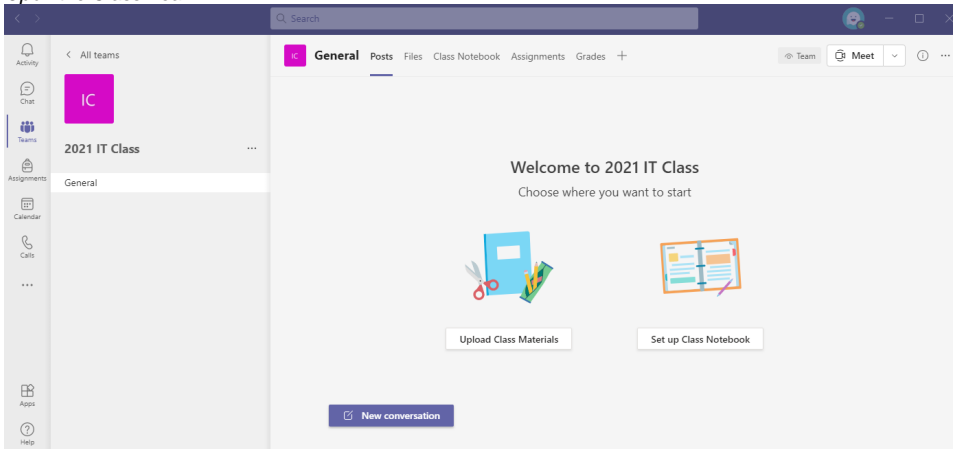
The Class OneNote has now been set up.



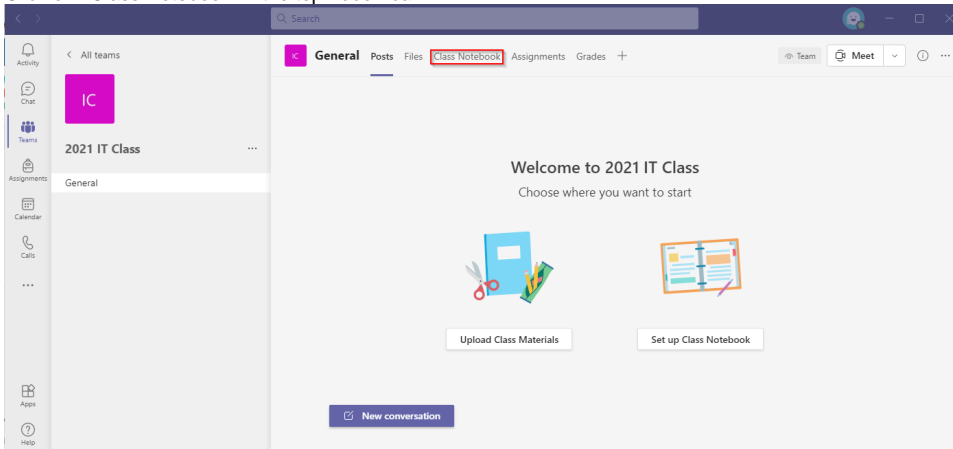
7. You can sync to the desktop app by clicking 'Open in Browser' and then 'Open in Desktop App'.



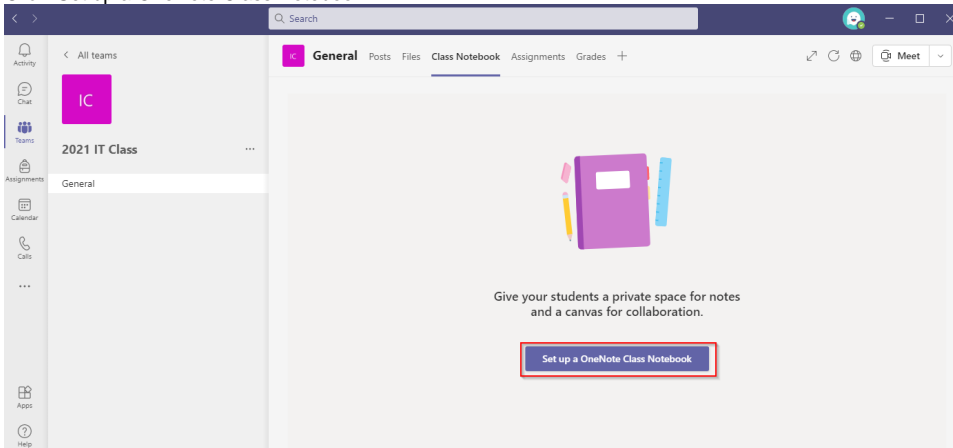
1. Open the Class Team.



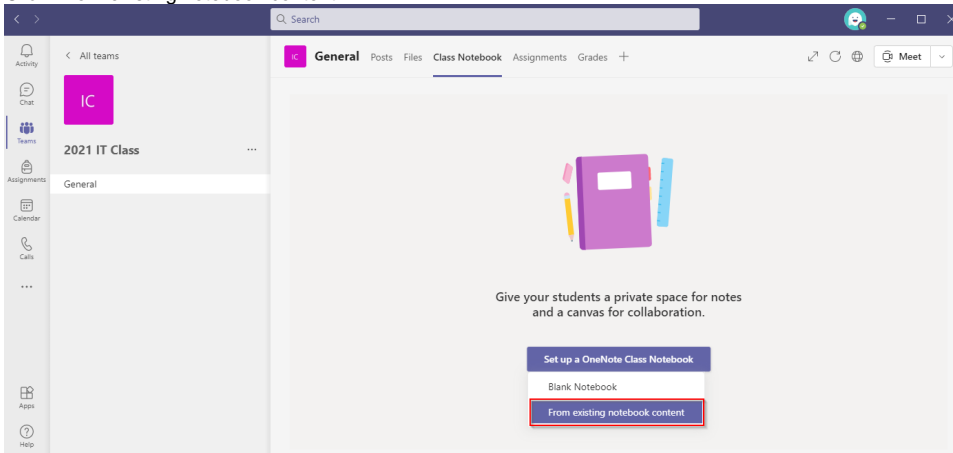
2. Click on 'Class Notebook' in the top ribbon bar.



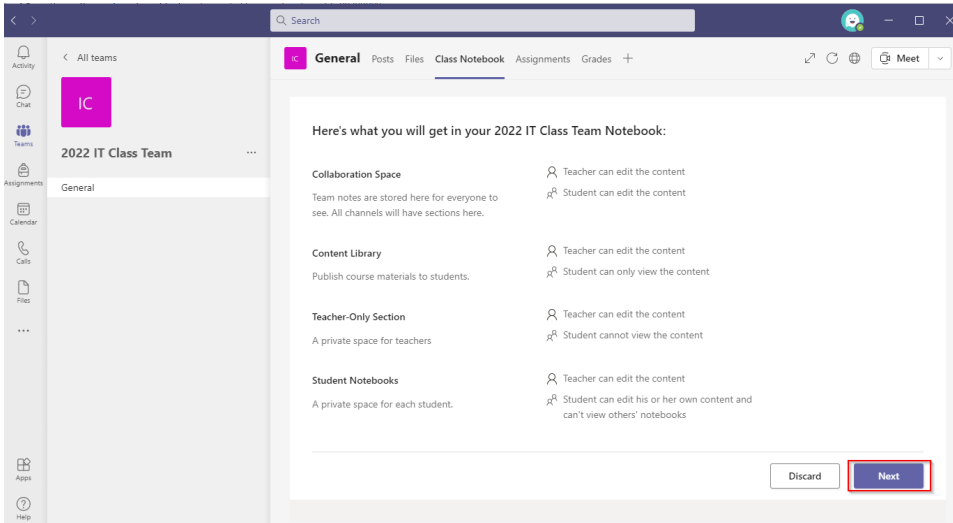
3. Click 'Set up a OneNote Class Notebook'.



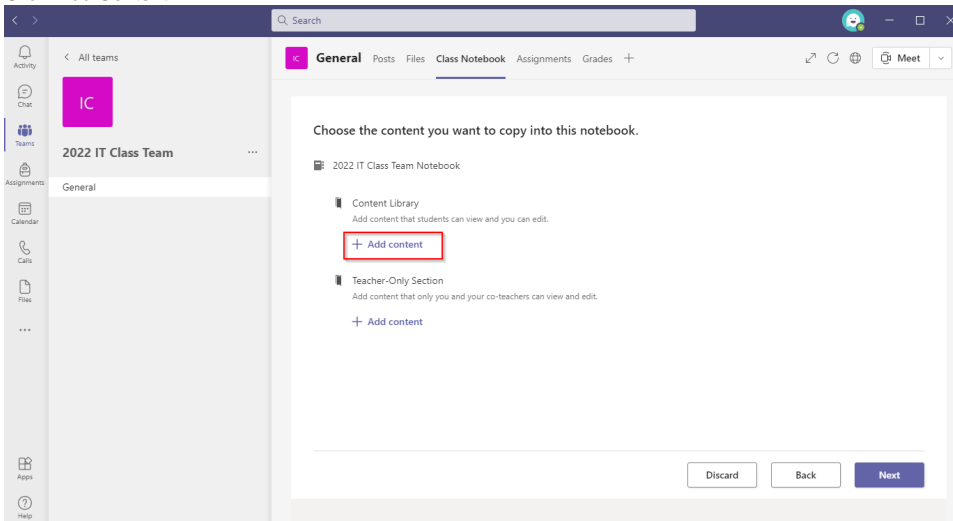
4. Click 'From existing notebook content'



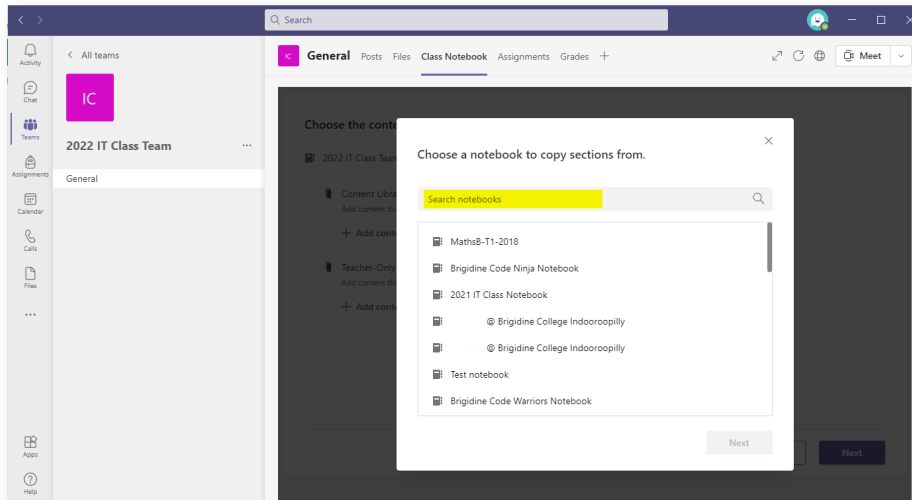
5. Click 'Next'



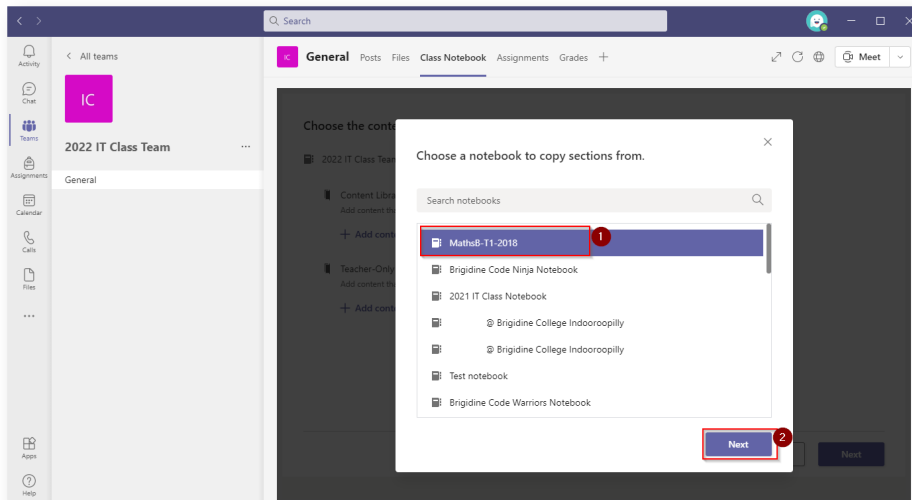
6. Click 'Add Content'.



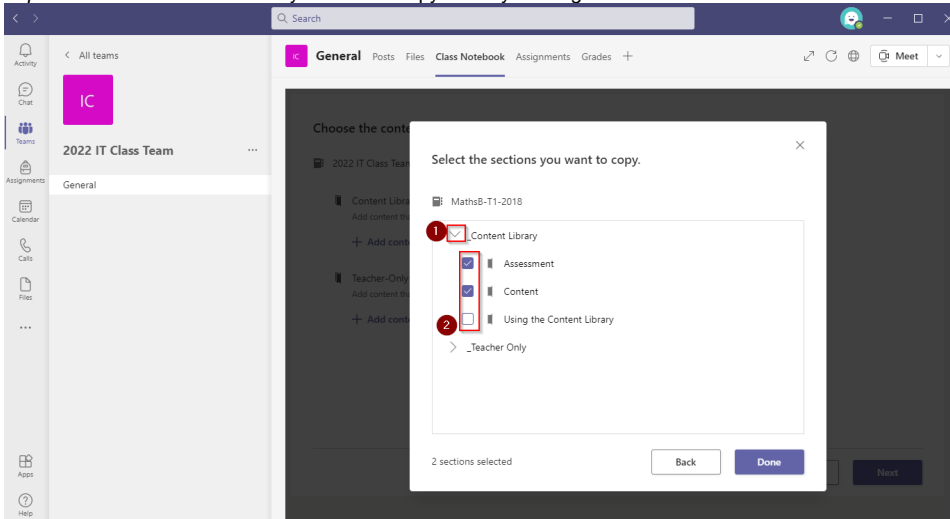
7. Search for the **old** Class OneNote you wish to copy content from.



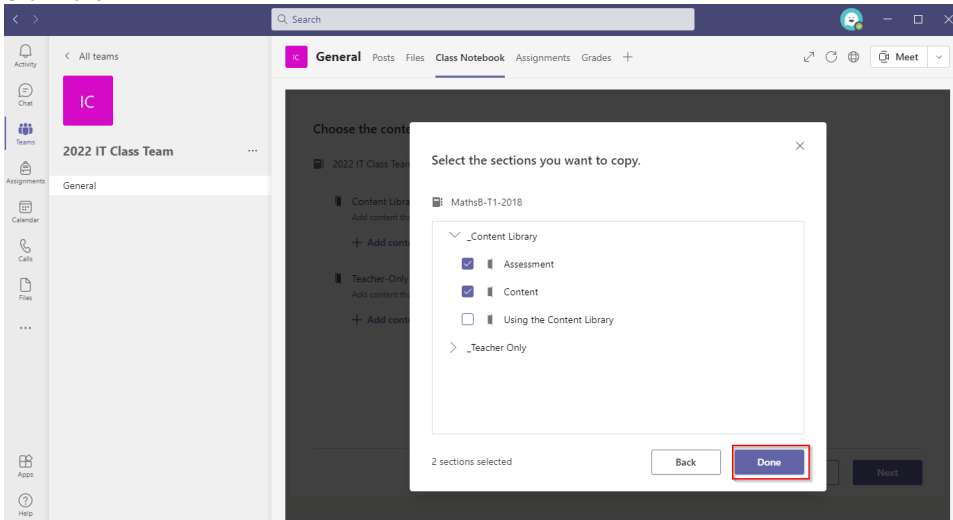
8. Select the **old** Class OneNote and click 'Next'.



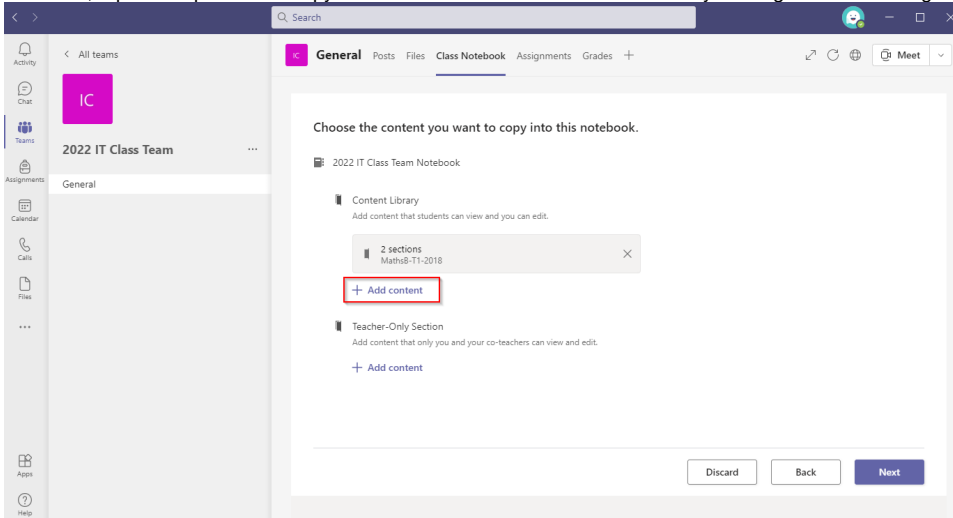
9. **Expand and Select** the sections you want to copy over by **clicking** the tick box next to each section.



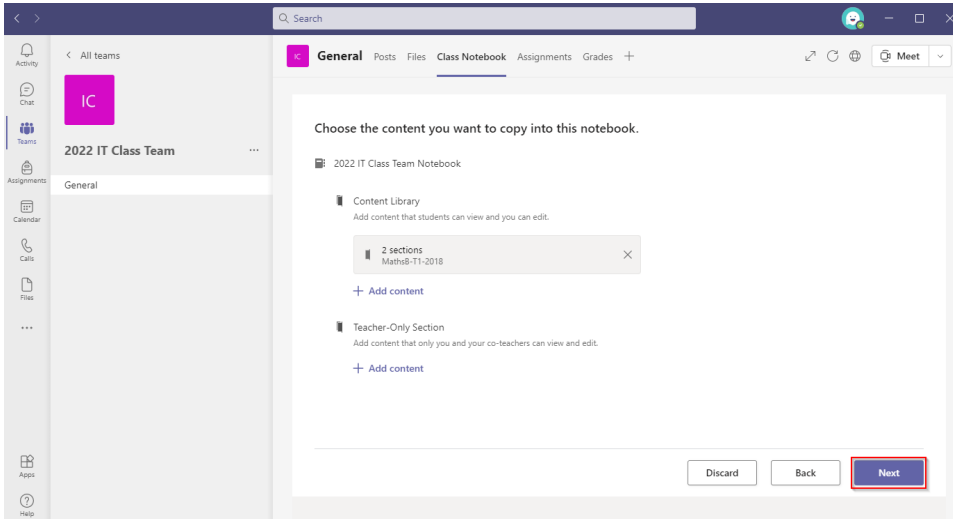
10. Click 'Done'.



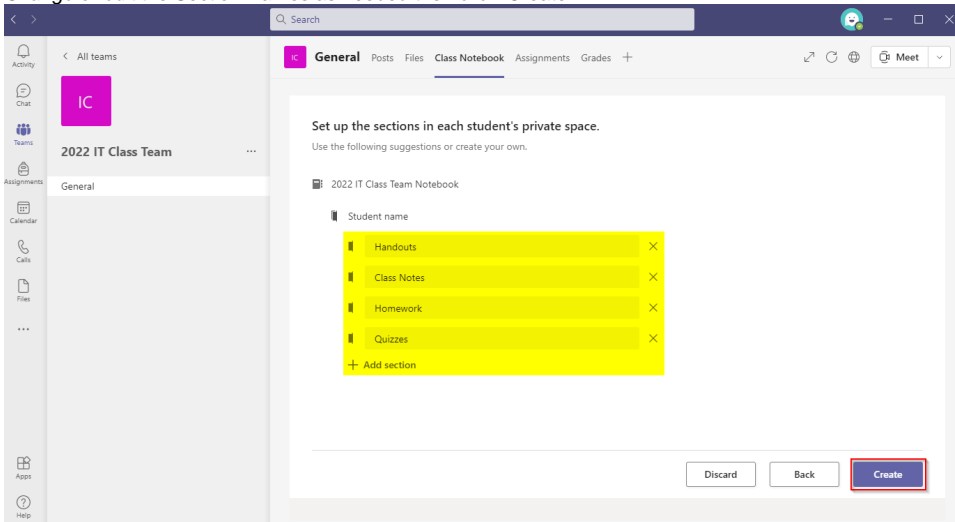
If needed, repeat the process to copy content from a different Class OneNote by *clicking* 'Add content' again.



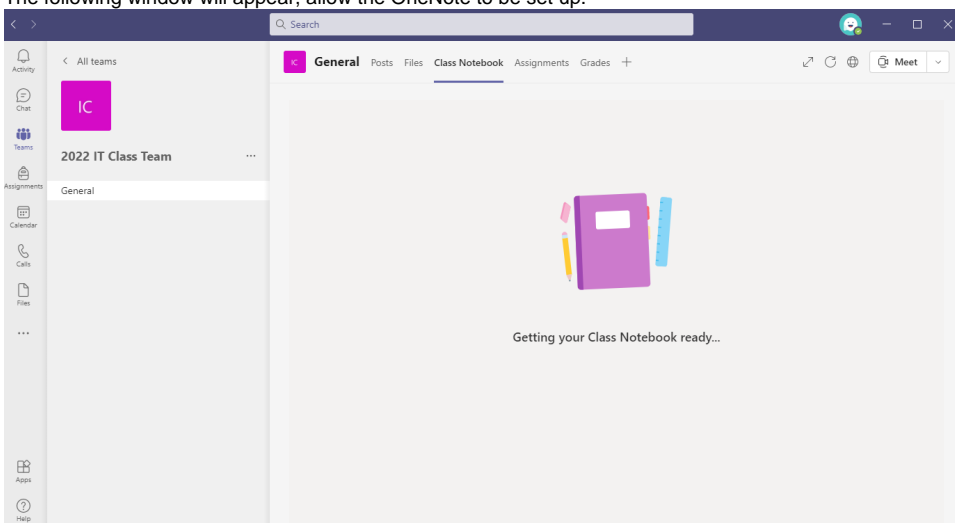
11. Click 'Next'.



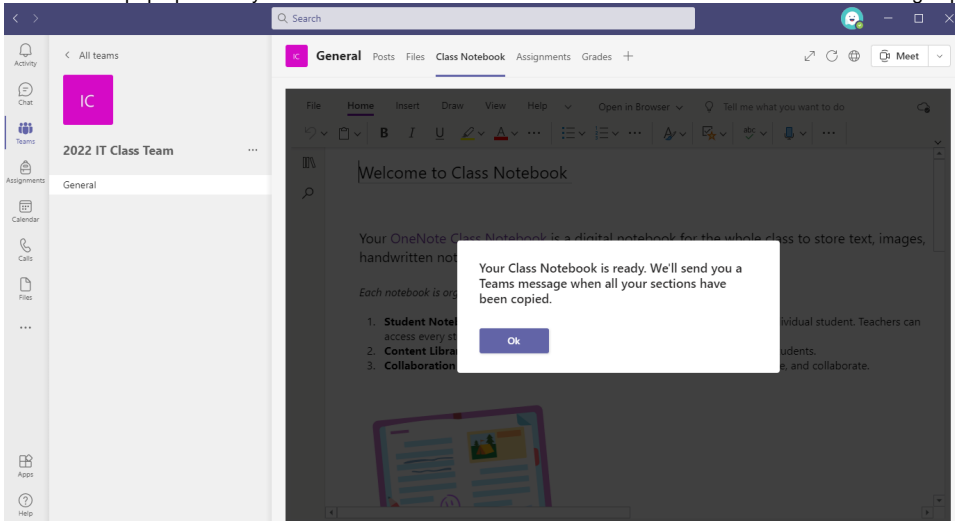
12. *Change or edit* the Section Names as needed then *click* 'Create'.



The following window will appear, allow the OneNote to be set up.

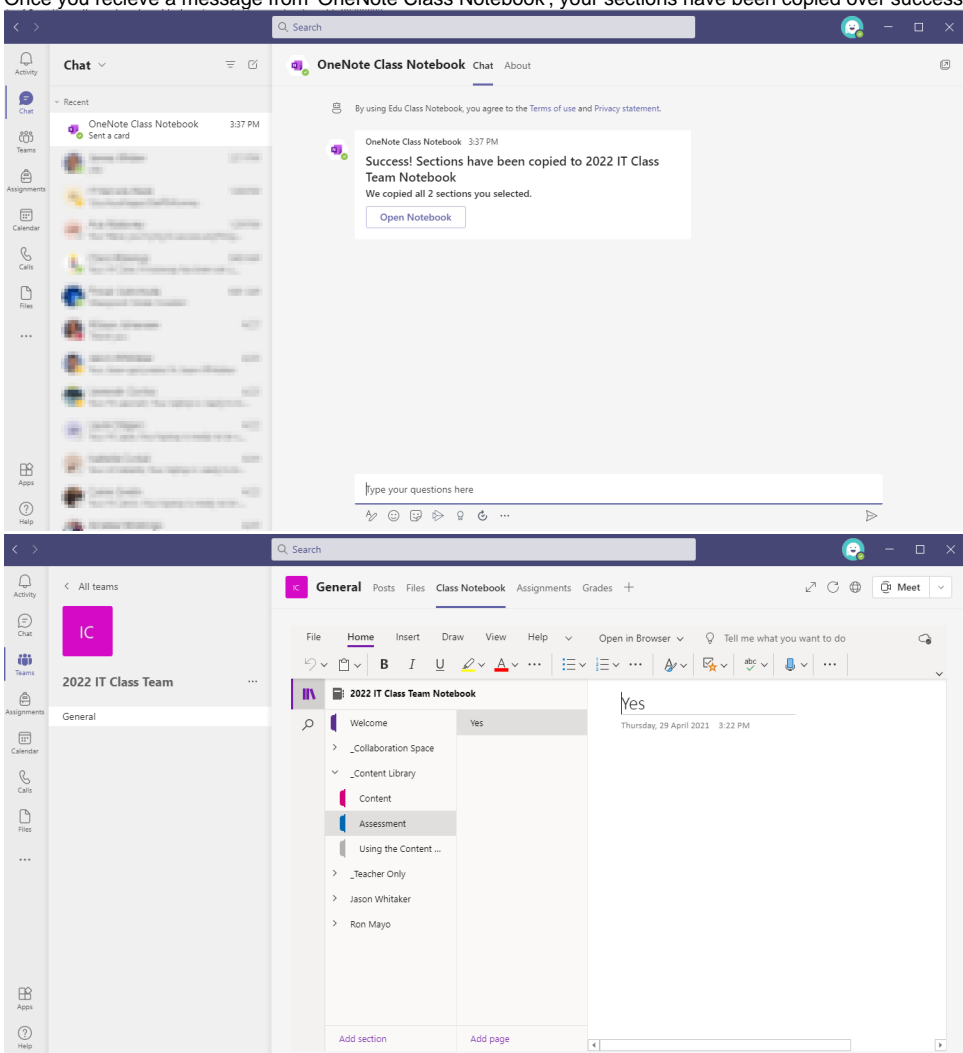


An additional pop up will let you know that the OneNote has been created but the sections are still being copied over.

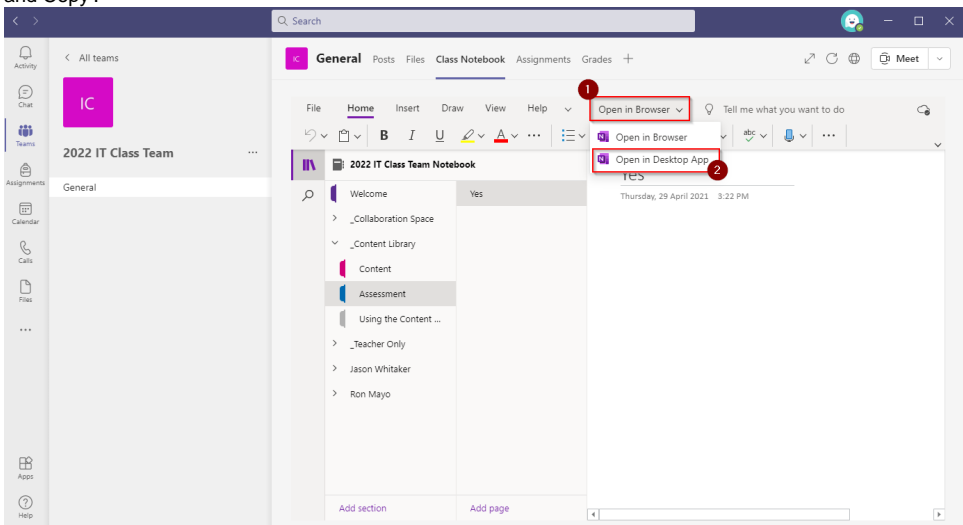




13. Once you receive a message from 'OneNote Class Notebook', your sections have been copied over successfully.



14. If you missed copying a section over in the previous steps, *open* the Class OneNote in the desktop app then *copy* the section over using 'Move and Copy'.



## Related articles

- [Creating a Teams waiting room](#)
- [Class OneNote add-in](#)
- [Creating a Class OneNote](#)
- [Teams for External Members](#)
- [Stop syncing a Channel's Files](#)