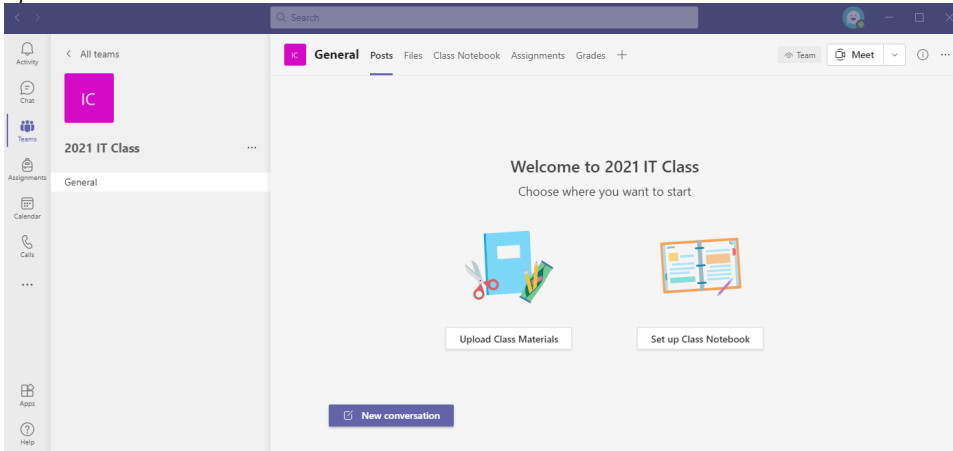# Create Teams Class OneNote
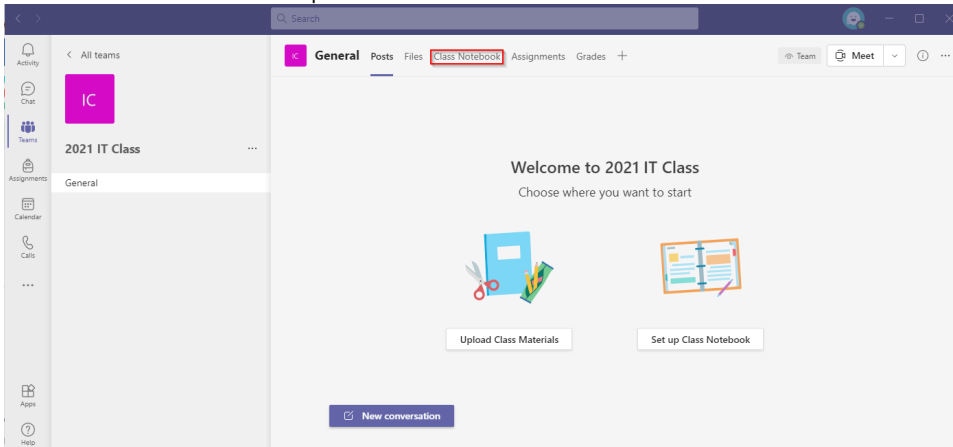
Use these tutorial to set up a new Class OneNote in Teams.
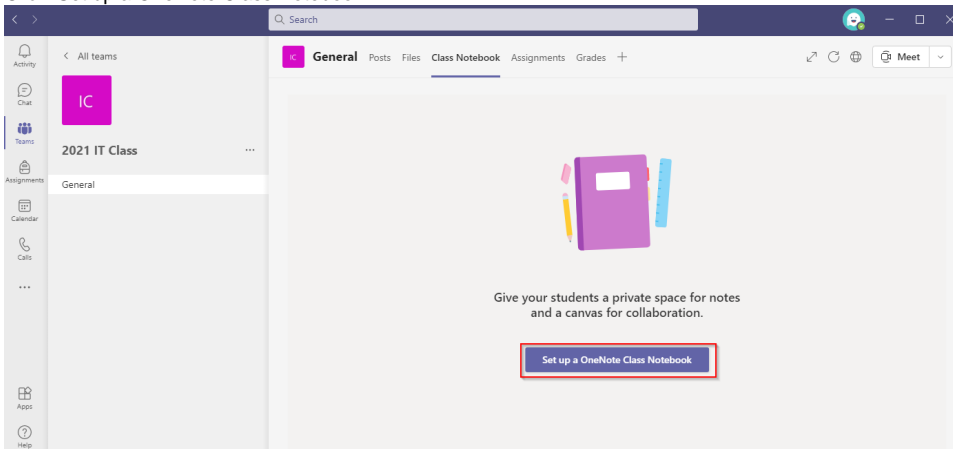*Click* to expand the instructions.
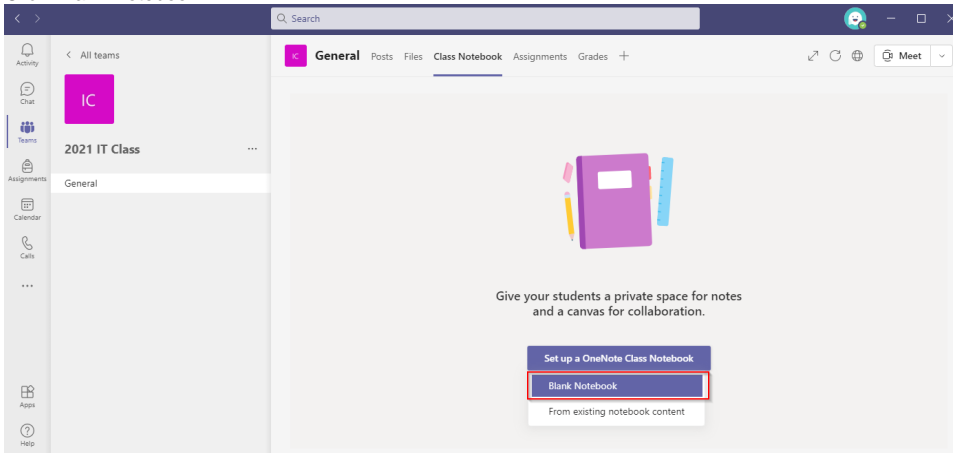
Instructions:

1. *Open* the Class Team.

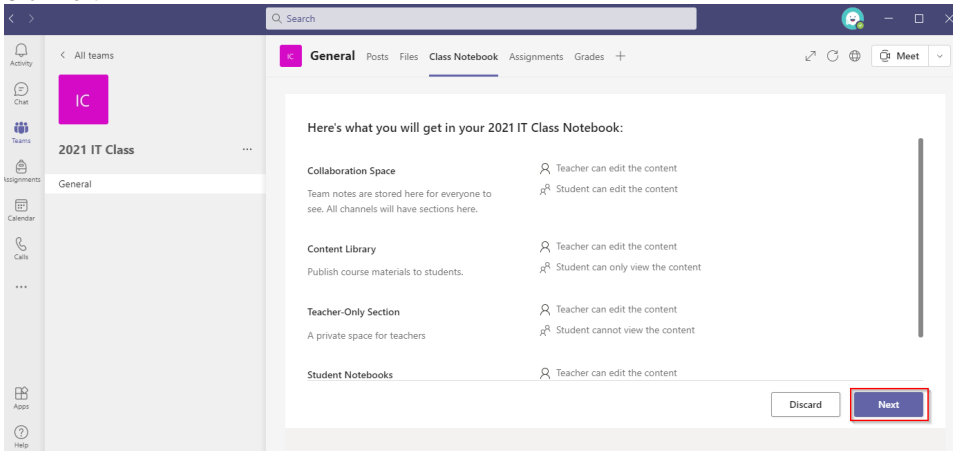2. *Click* on 'Class Notebook' in the top ribbon bar.

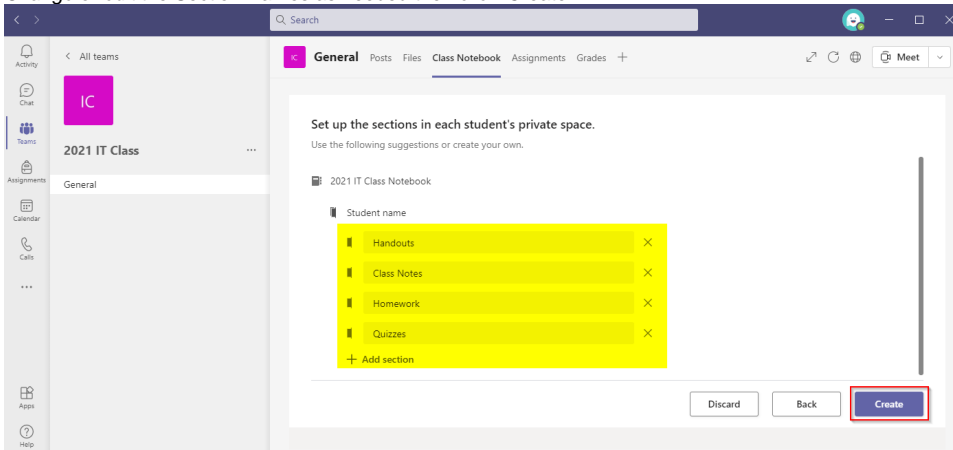3. *Click* 'Set up a OneNote Class Notebook'.
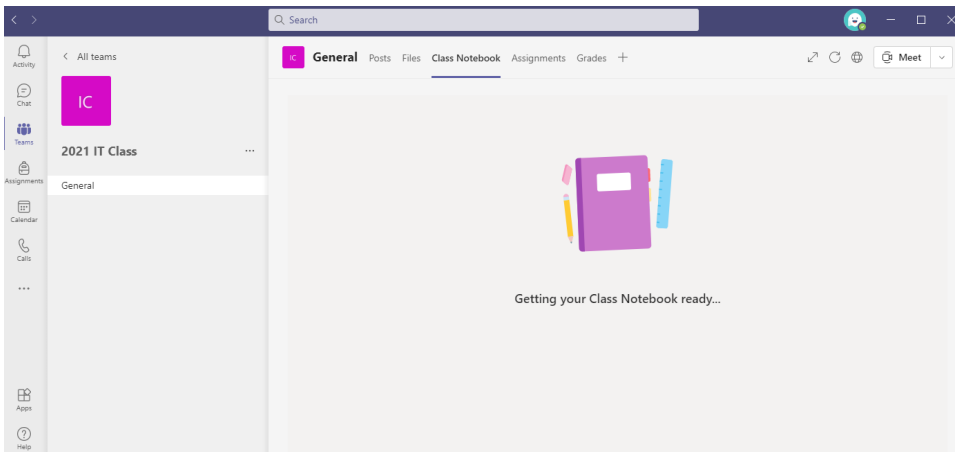
4. *Click* 'Blank Notebook'
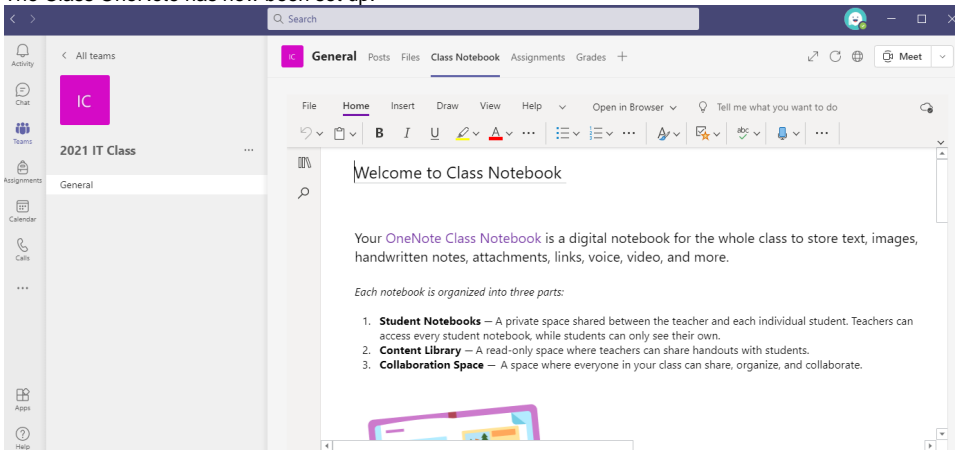

5. *Click* 'Next'.

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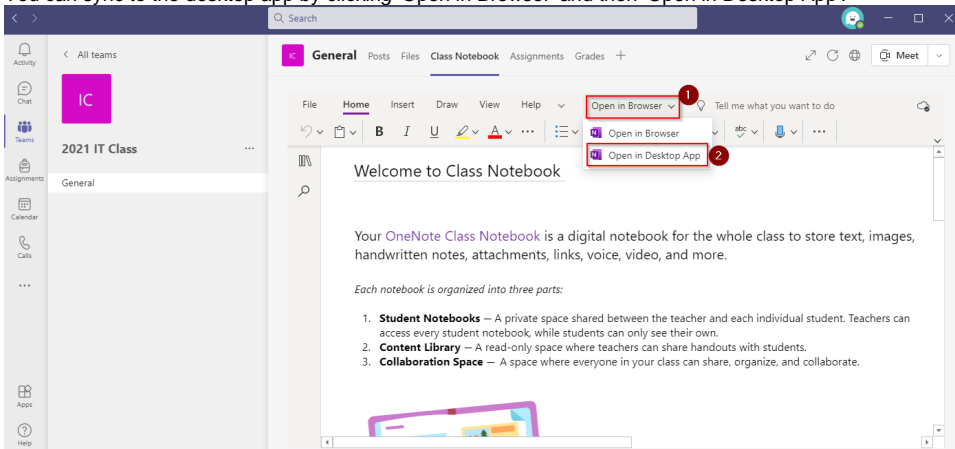

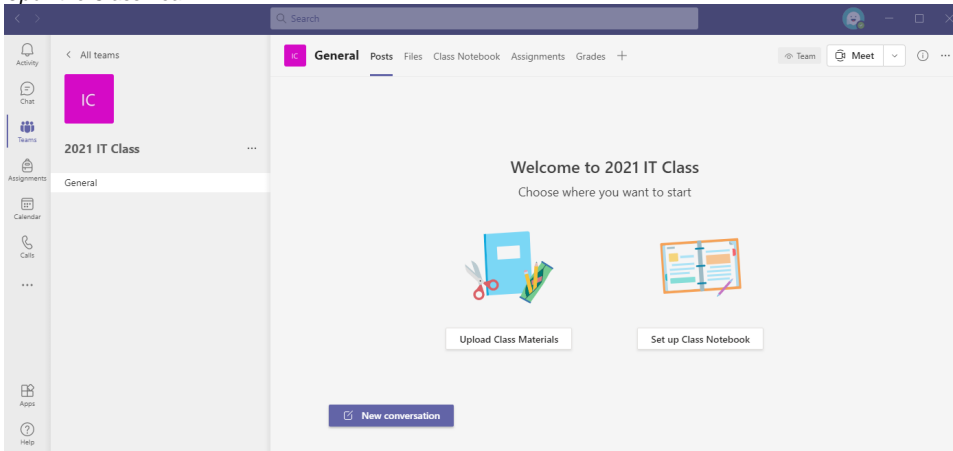The following window will appear, allow the OneNote to be set up.
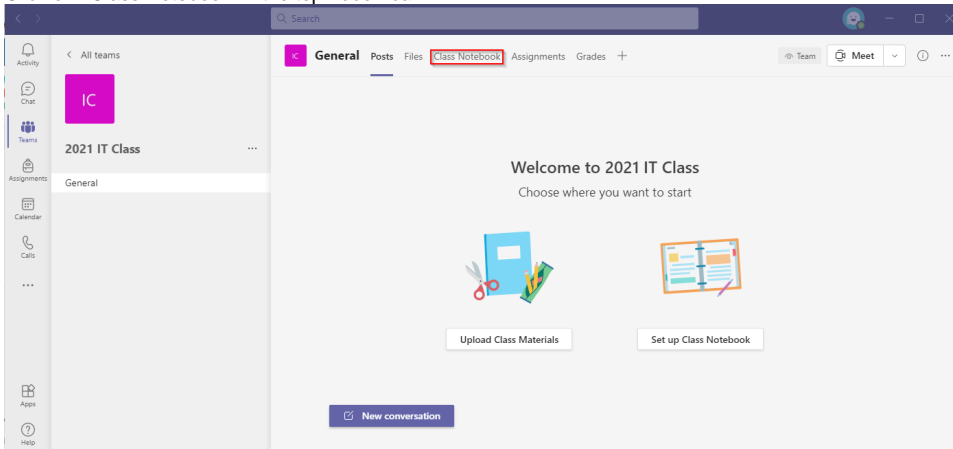
The Class OneNote has now been set up.

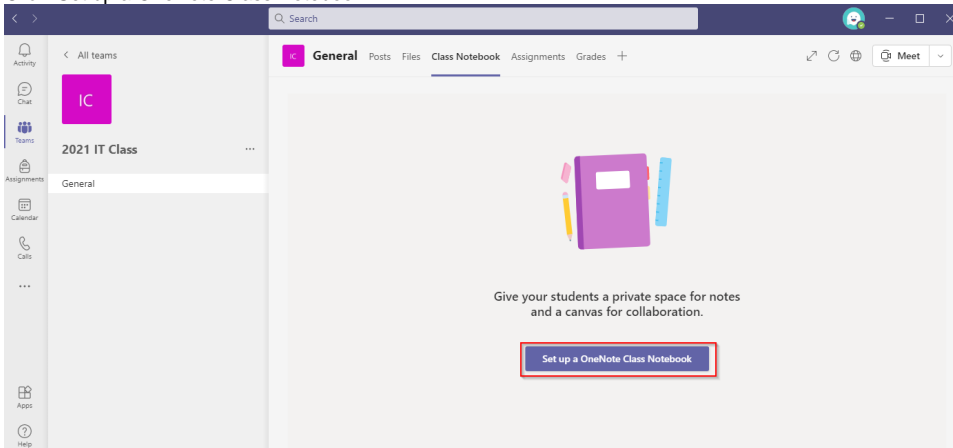7. You can sync to the desktop app by *clicking* 'Open in Browser' and then 'Open in Desktop App'.
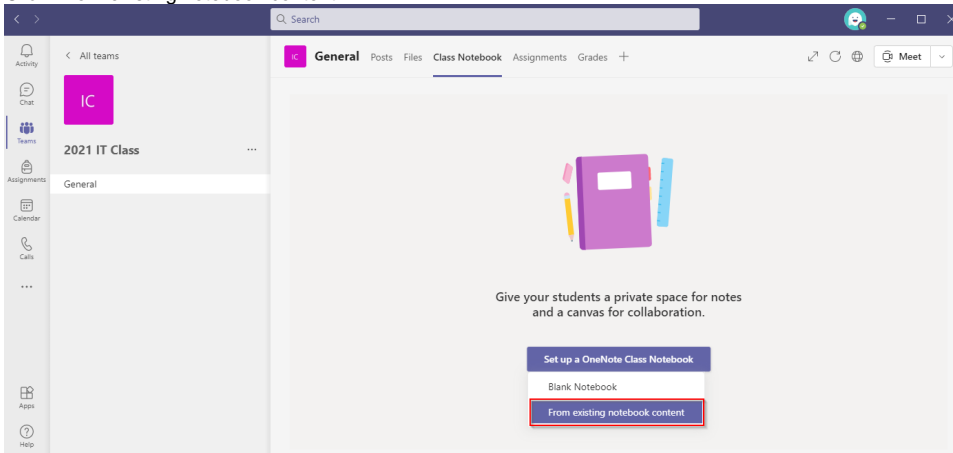
1. *Open* the Class Team.

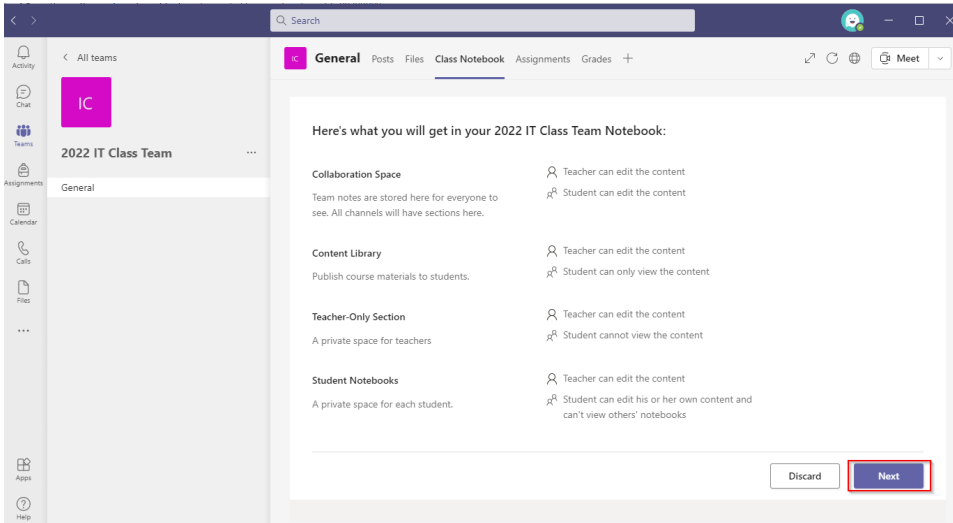2. *Click* on 'Class Notebook' in the top ribbon bar.

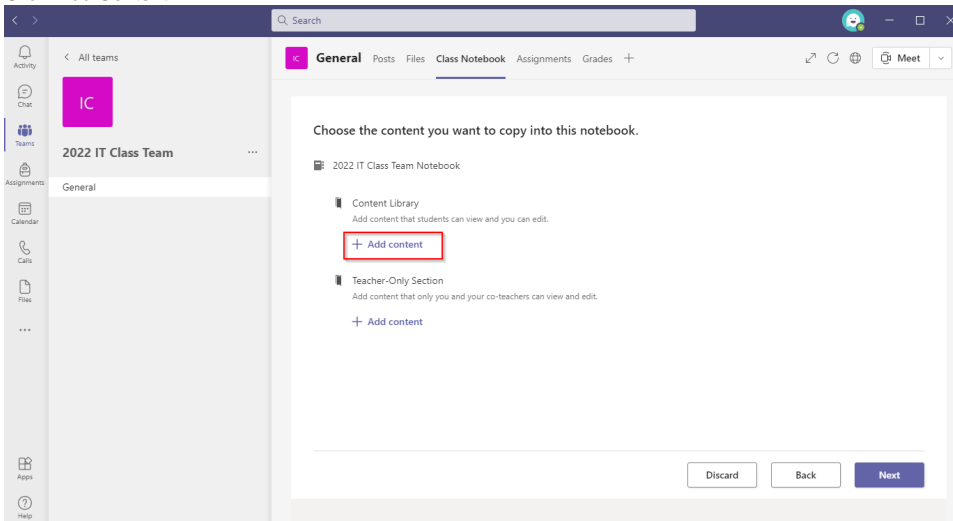

3. *Click* 'Set up a OneNote Class Notebook'.
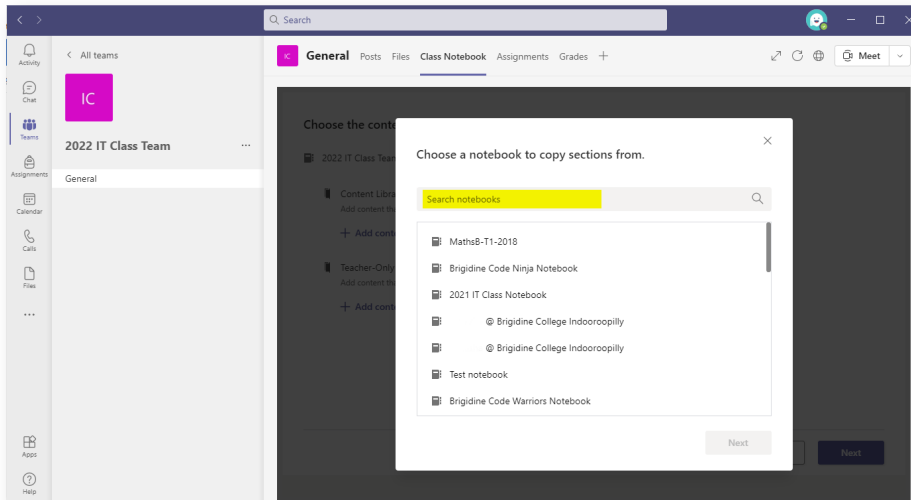
4. *Click* 'From existing notebook content'
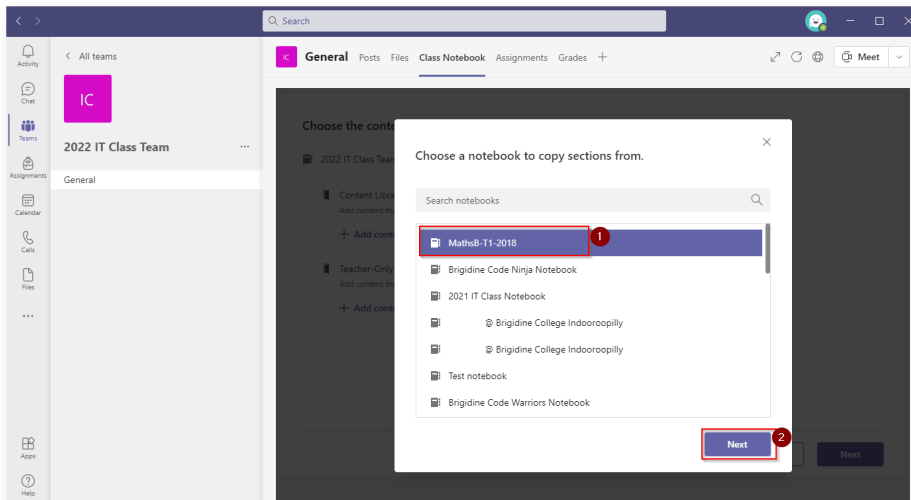

5. *Click* 'Next'
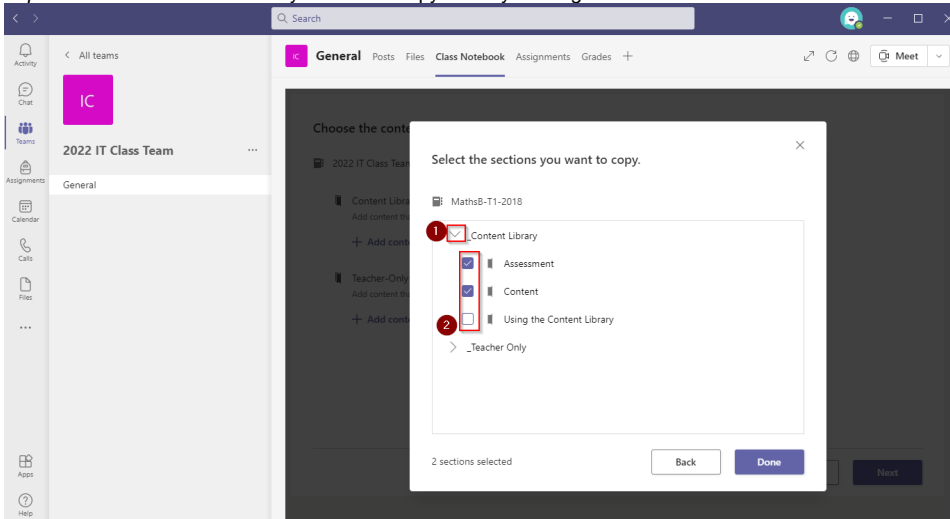

6. *Click* 'Add Content'.

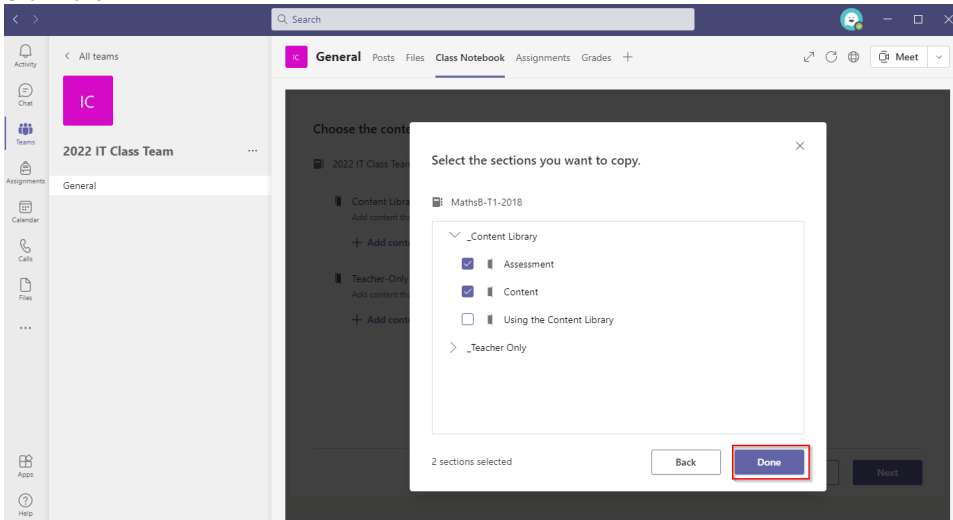7. *Search* for the **old** Class OneNote you wish to copy content from.

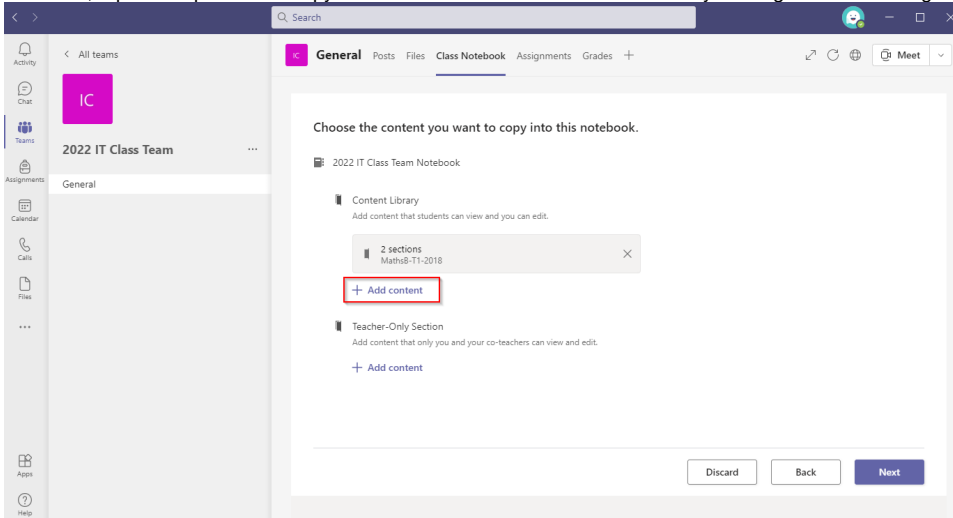8. *Select* the **old** Class OneNote and *click* 'Next'.

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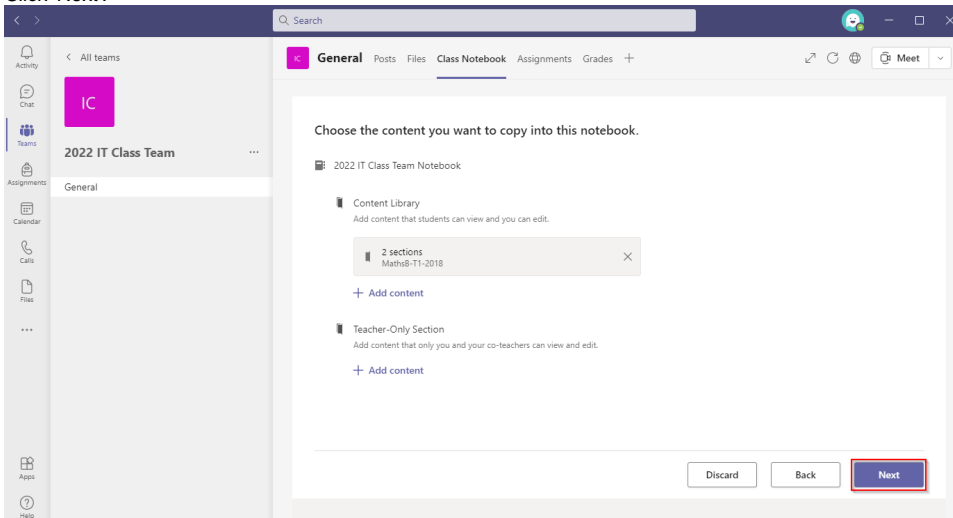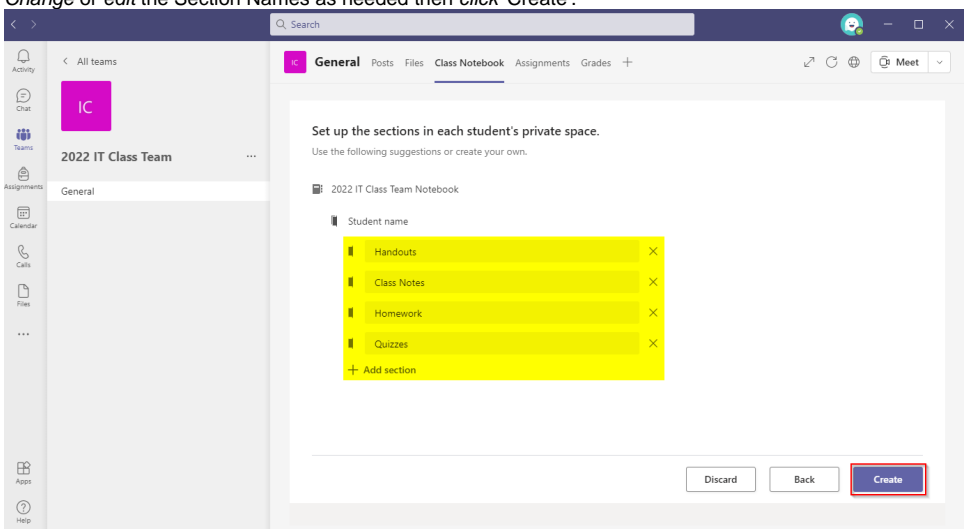
10. *Click* 'Done'.

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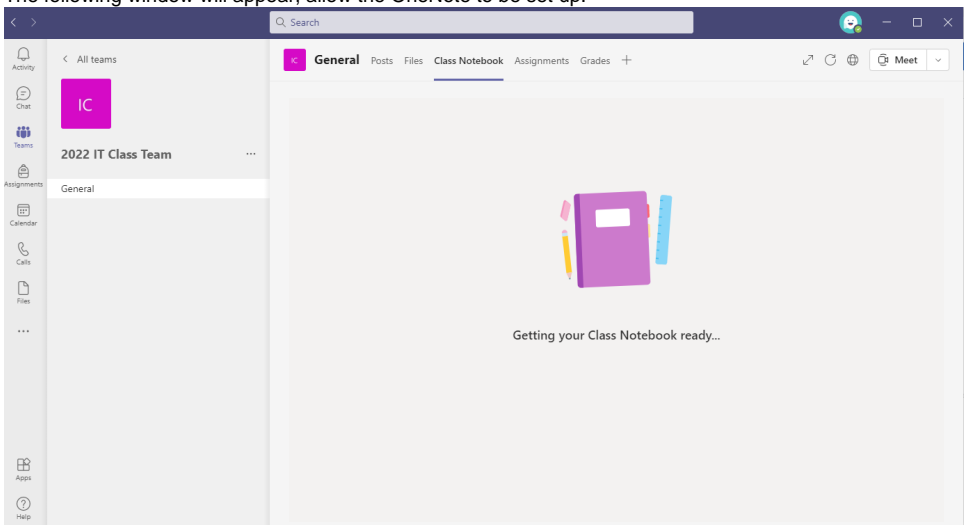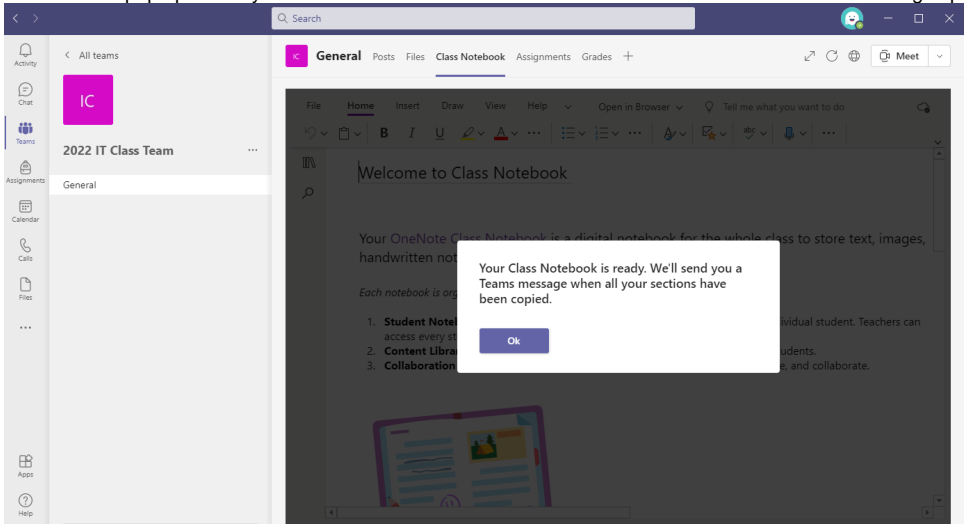

11. *Click* 'Next'.

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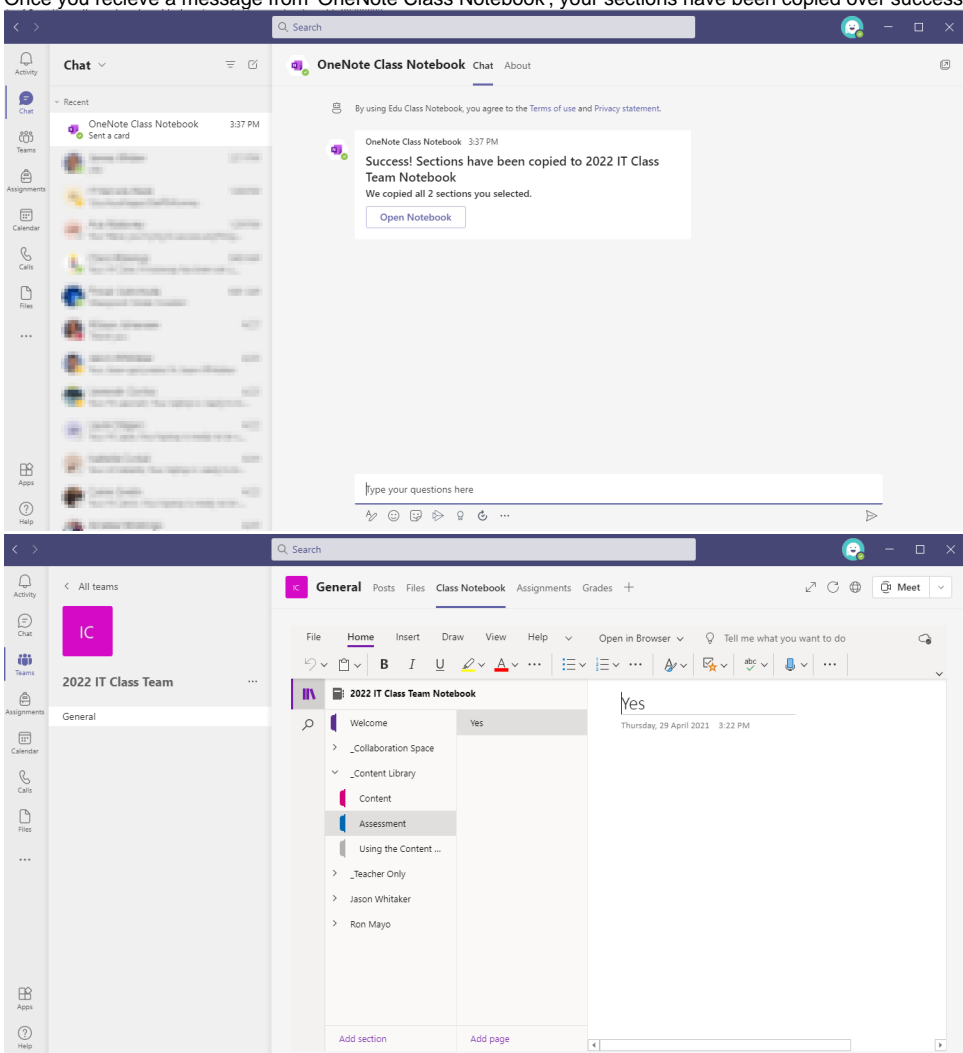

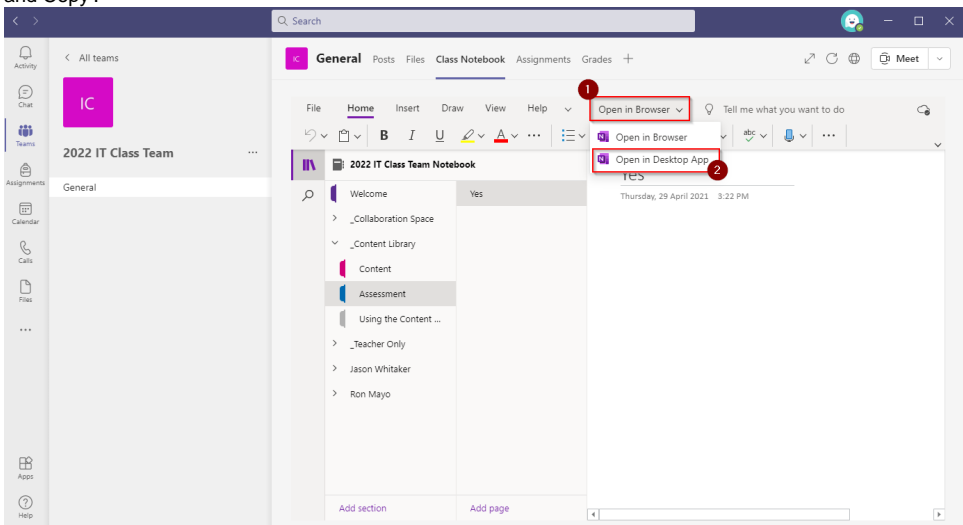The following window will appear, allow the OneNote to be set up.

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 recieve 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