

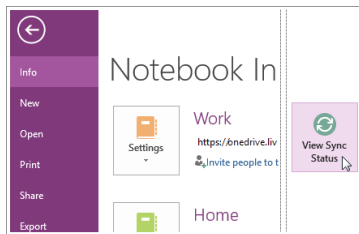


## Sync and Share

### Sync a notebook

OneNote automatically synchronizes [shared notebooks](#) at regular intervals. But sometimes, you may want to sync a shared notebook to make sure your changes get uploaded right away (for example, if you're getting on a plane and need to shut down your laptop).

1. Click **File > Info > View Sync Status**.



2. In the **Shared Notebook Synchronization** dialog box that opens, do either of the following:
  - Click **Sync All** to sync all of your shared notebooks.
  - Click **Sync Now** next to the specific notebook that you want to sync.

### Share a notebook on a SharePoint site

If your organization uses SharePoint, you can use it to store your OneNote notebooks in a central place for your whole team. Whenever you or someone you work with changes the content in a notebook, OneNote automatically saves and syncs the notes on SharePoint.

**Important:** You and your teammates need read/write permission on your SharePoint site. Contact your system administrator if you don't have those permissions.

When you have permissions, do the following:

1. In OneNote 2016, click **File > New > SharePoint**.

**Note:** If you don't see SharePoint in the list, you may not have permissions or your team site might have a different name.

2. On the right side, under **SharePoint**, click **Browse**.
3. Go to the document library on the SharePoint site where you want to store your team notebook.
4. Type a meaningful, descriptive name into the **Notebook Name** box and then click **Create**.
5. Once the notebook is created, you'll receive a prompt to invite people to it, or you can share the notebook later from within OneNote 2016 by clicking **File > New > Share**.

After you create the notebook, you can email teammates and colleagues a link to the notebook. Anyone with write permissions on the SharePoint site will also be able to view and edit the notes.

If you'd like to be notified whenever someone updates the notes on SharePoint, do the following:

1. In your browser, go to the document library that has your notebook.
2. Next to the notebook folder, click the arrow to open the drop-down menu, and then click **Alert Me**.
3. In the **New Alert** dialog box, choose the notification option that works best for you and your team. For example, you can choose daily alerts if you don't want to disrupt your teammates with too many change notifications.



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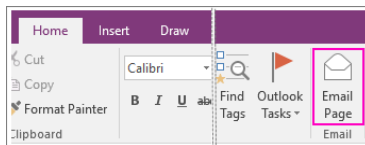
### Send OneNote notes in email

Creating and working in shared notebooks is the best way to collaborate with others. However, if you don't want other people to have permission to see your whole OneNote notebook, you can send notes in email.

#### Send a page of notes in Outlook

If you use Outlook 2010 or later, you can share a page of notes in a message.

1. On the OneNote page that has the notes you want to send, choose **Home > Email Page**.

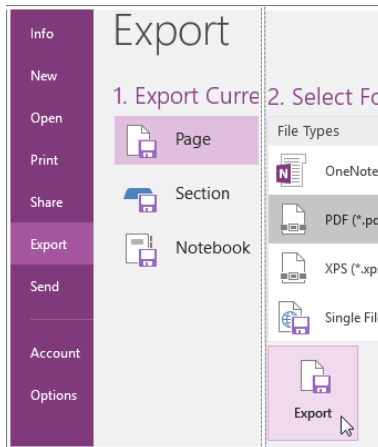


2. In the message window that opens, fill in the **To**, **Cc**, **Bcc** (if available), and **Subject** lines.
3. Add any comments for the recipients of your notes, and then click **Send**.

#### Attach notes to an email message

If you don't have Outlook 2010 or later, you can attach a OneNote note to an email messages.

1. On the OneNote page that has the notes you want to send, choose **File > Export**.



2. Under **Export Current**, choose whether you want to create a copy of the current page, the whole section, or the entire notebook.
3. Under **Select Format**, choose the type of file you want to create.
4. Click **Export**, choose a location for the file (such as your computer's desktop), and then click **Save**.
5. In your preferred email service, create a new message and then attach the file you created.

If you want others to be able to access a notebook (or you want to get to a notebook on other devices), you can [create a notebook on OneDrive](#). If you've already created a notebook on your computer, you can choose to [move it anytime](#). You can always [change permissions](#) and decide who can read and who can edit, and you can [stop sharing](#) at any time.



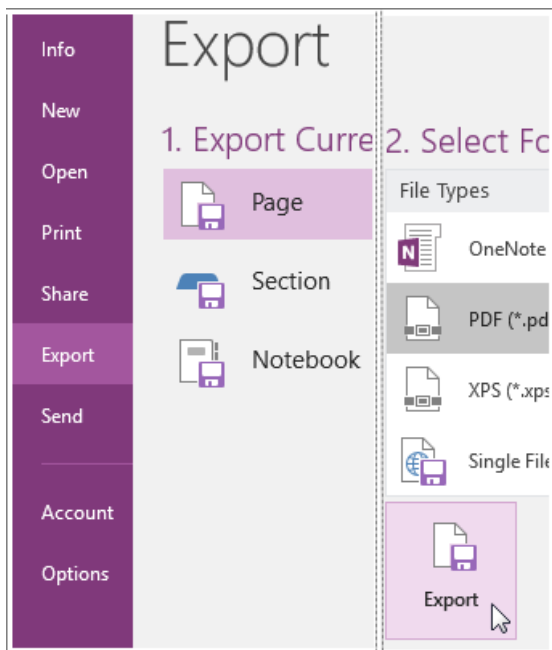
## Sync and Share

### Export notes from OneNote as a PDF

If you want to share some of your notes, but don't want to give someone full access to all of them, you can export notes as an Adobe PDF (portable document format). For example, you might want to share a handout with a colleague who doesn't have OneNote or doesn't need to see everything else in your notebook. Or maybe you need to hand in your working notes with a report. In these cases, saving notes as a PDF is useful.

**Note:** When you [share a notebook with others](#), everyone with access can edit content, add information, and make changes. When you save as a PDF, you're saving a static snapshot of your notes. Any changes you make later in OneNote, won't get changed in the PDF.

1. On the page you want to export, choose **File > Export**.
2. Under **Export Current**, choose what you want to export.
3. Choose **PDF (\*.pdf) > Export**.



4. In the **Save as** dialog box, choose where you want to save your file.
5. Give the file a name, and choose **Save**.

**Tip:** If you want to be able to work on the same notes or notebook with others, rather than just sharing a static snapshot of your notes, you can [move your notebook to OneDrive](#). If you don't want to create a PDF, you can [email notes](#), [print a page of your notes](#), or [share notes during a meeting](#).



## Sync and Share

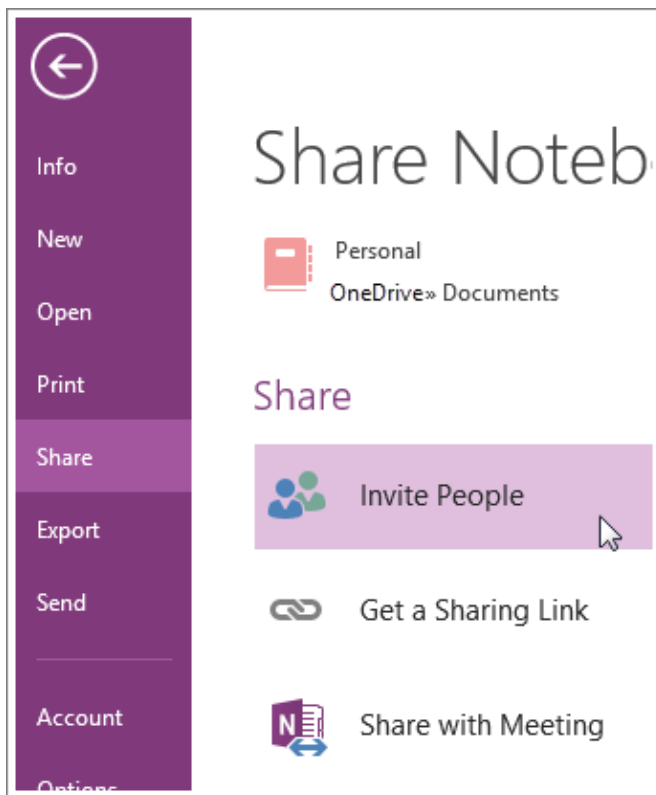
### Share notes during a meeting

When you [take notes during a meeting](#), you probably can't catch everything people say. Why not let other people take notes with you? Just keep your OneNote notebook in a shared location, such as OneDrive or SharePoint, and get people to collaborate during the meeting.

**Note:** If you've already created a notebook on your computer, you'll need to [share it on OneDrive](#) first so others can view and edit it too.

To let others see and contribute to your shared notes, do one or both of the following:

- To invite others to your shared notebook, choose **File > Share > Invite People**.

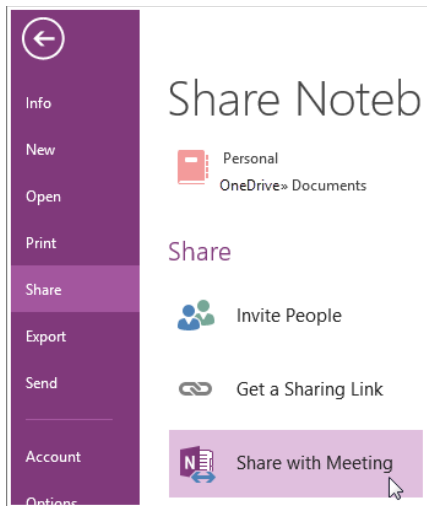


The people you invite will receive a message with a link to your shared notebook. The [permissions you've set](#) for them at the shared location will determine whether they can only view your notes or also modify them.



## Sync and Share

- To share a notebook during a meeting, choose **File > Share > Share with Meeting**.



After others open the notebook, anyone with permissions can add meeting notes—all at the same time if you like! OneNote syncs automatically and everyone's notes will show up.

**Note:** You can [stop sharing a notebook](#) anytime and you can [change who can view or edit it](#). If you want to share meeting notes after your meeting, try [sending the page of notes in email](#).



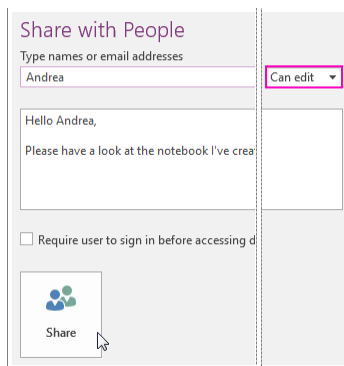
## Sync and Share

### Share a notebook

#### Invite people in mail

You can invite people to see your notebook with an email message generated by OneNote. Only people who are invited will be able to open your notebook.

1. Choose **File > Share**.
2. Under **Share with People**, type the names or email addresses of people you'd like to share your notebook with.



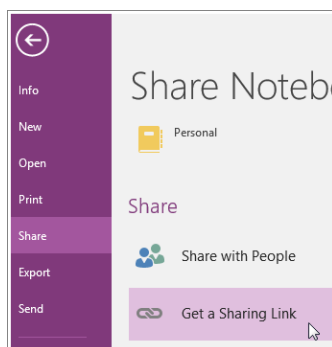
3. In the drop-down box on the right, choose whether each person can edit or just view your notebook.
4. Add a personal note, if you'd like, and choose **Share**.

The people you've selected will get an email invitation to open your notebook.

#### Get a sharing link

You can generate a link to your notebook so others can view or edit it. If someone forwards the link to another person, they will also be able to see your notebook.

1. Choose **File > Share > Get a Sharing Link**.



2. Next to **View Link** or **Edit Link**, choose **Create Link**.

**Note:** If you ever change your mind, you can [change permissions](#) or [stop sharing your notebook](#). It will still be on OneDrive so you can get to it on all your devices.

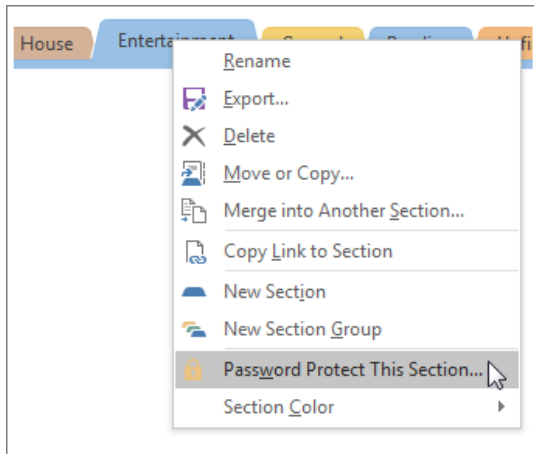


## Sync and Share

### Password protect your notes

You can help keep your private notes safe from prying eyes by protecting a OneNote notebook section with a password. When a section is password-protected, all of its pages are locked until you enter the correct password.

1. Right-click the section tab you want to protect and then choose **Password Protect this Section**.



2. In the **Password Protection** task pane, choose **Set Password**.
3. In the **Password Protection** dialog box, type the password you want into the **Enter Password** box.
4. Confirm the password by typing it again into the **Confirm Password** box, and then click **OK**.

**Note:** Choose your password carefully. If you forget your password, no one will be able to unlock your notes for you (not even Microsoft Technical Support).

#### Lock the protected sections in your notebook

If you've applied passwords to multiple sections in your notebook, you can lock them all at the same time.

1. Right-click any of the protected (but currently unlocked) section tabs and then choose **Password Protect this Section**.
2. In the **Password Protection** task pane, choose **Lock All**.

#### Change the password for a protected section

1. Right-click the section tab that has the password you want to change, and choose **Password Protect this Section**.
2. In the **Password Protection** task pane, choose **Change Password**. (If this option isn't available, it means the section doesn't have a password.)
3. In the **Change Password** dialog box, type the current password into the **Old Password** box.
4. Type the new password into the **Enter New Password** box.
5. Confirm the password by typing it into the **Confirm Password** box, and then click **OK**.



## Sync and Share

### Remove the password from a protected section

1. Right-click the section tab that has the password you want to remove, and choose **Password Protect this Section**.
2. In the **Password Protection** task pane, choose **Remove Password**. (If this option isn't available, it means the section doesn't have a password.)
3. In the **Remove Password** dialog box, type the current password, and then click **OK**.

### Set password protection options

Password-protected sections that you've unlocked will lock again automatically if you're not working in them. You can customize the period of time, and you can set other options for the ways that password protection is applied to your protected sections.

1. Choose **File > Options**.
2. In the **OneNote Options** dialog box, choose **Advanced**.
3. Under **Passwords** on the right, do any of the following:
  - To lock notebook sections after a specified amount of time, select **Lock password-protected sections after I have not worked in them for the following amount of time**, and then select the amount of time that you want.
  - To lock notebook sections immediately after you're done working in them, select **Lock password-protected sections as soon as I navigate away from them**.
  - To make notes in password-protected sections temporarily available to other programs, select **Enable add-on programs to access password-protected sections when they are unlocked**.
4. Click **OK**, to apply your preferences.

### Some important notes about passwords

- Passwords can be applied only to notebook sections, not to entire notebooks.
- Passwords are case-sensitive. Make sure that the Caps Lock key is off before you create or enter a password.
- OneNote uses encryption to secure password-protected sections. If you forget your password, no one will be able to unlock your notes for you (not even Microsoft Technical Support). So take care when assigning passwords to your notebook sections and when changing them.
- Password-protected sections aren't included in notebook searches. To include a protected section in a search, you'll have to unlock the section first.
- Note tags used on any of the pages within a protected section aren't included in a note tag summary unless the protected section is unlocked.

For more information, please refer to the Microsoft training resource page [HERE](#)





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