

Unpacking MSIA OneNote Content

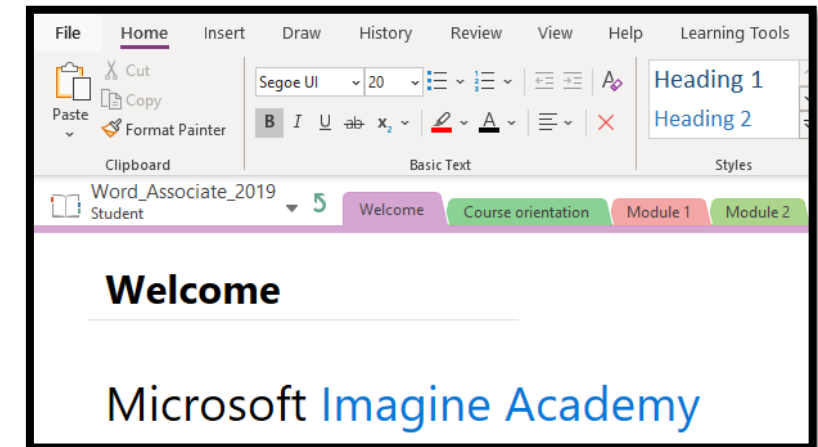
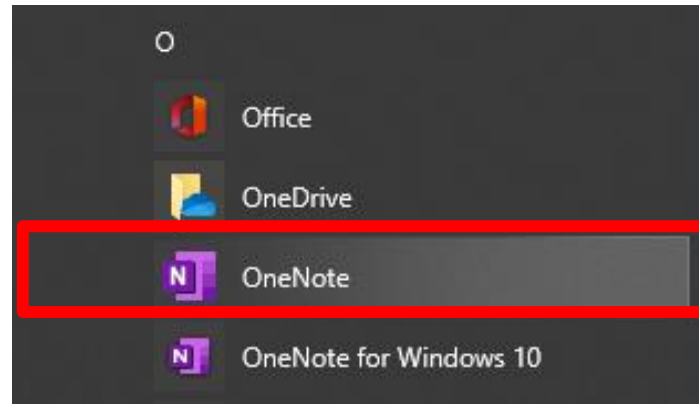


Verify OneNote Desktop (2016) is installed

How to identify OneNote 2016

Launch the OneNote App from your app launcher

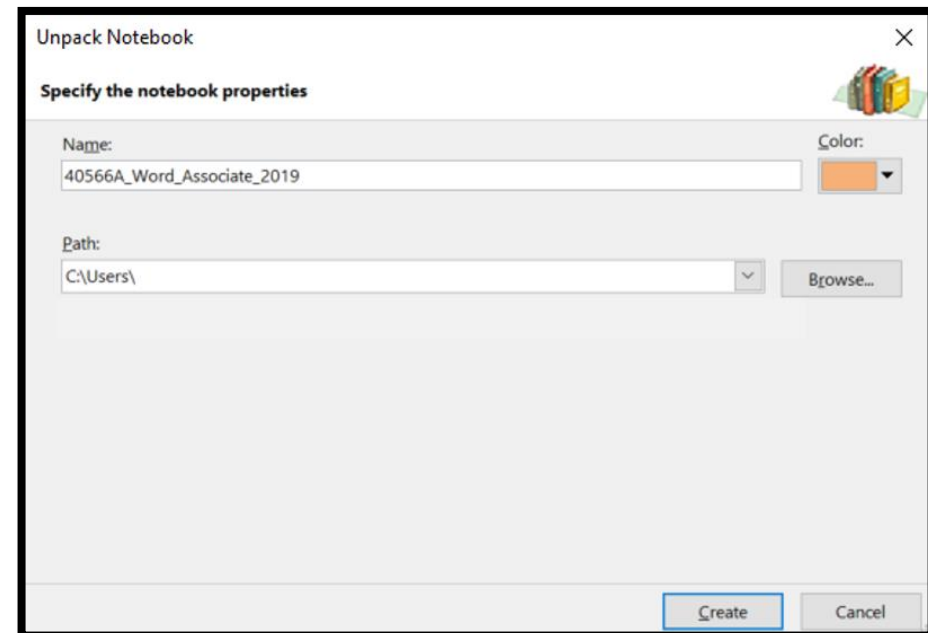
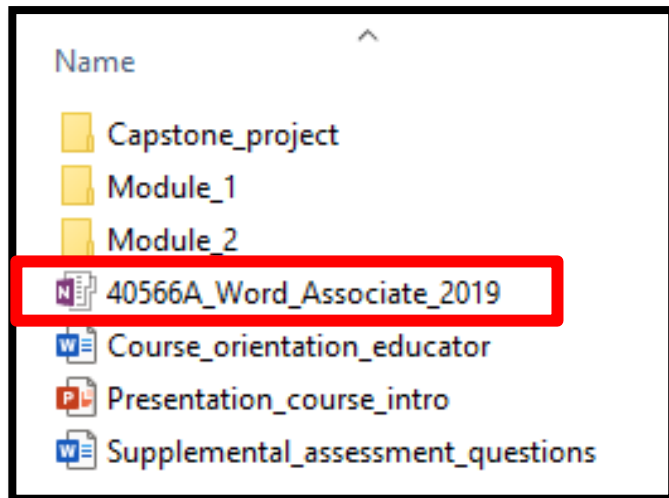
OneNote should display the **tabs** across the top and **pages** on the right. If your view is different you will need to download OneNote 2016 from onenote.com/Download



Please note: you will need to use a PC with a Windows operating system to download OneNote 2016

Unpack the OneNote

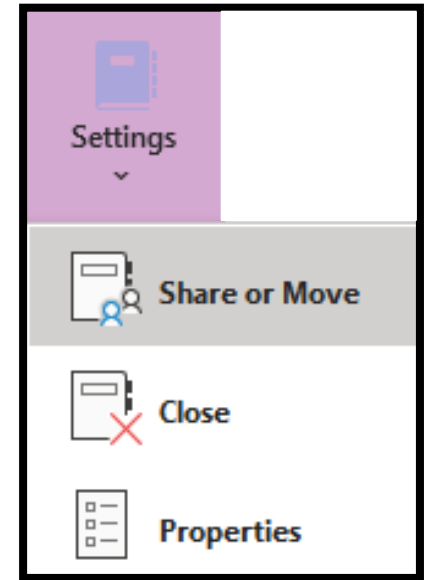
1. Open the download course folder
2. Locate the OneNote then double-click to open the file
3. In the Unpack Notebook dialog box
 - Set the name and color for the OneNote
 - It is important to unpack the OneNote to your computer (usually C: drive)



Save your OneNote to OneDrive

To ensure you have access to your OneNote from any computer consider moving it to your OneDrive

1. From the File tab > Info tab > locate your OneNote
2. Select the Setting drop-down
3. Choose Share or Move



Save your OneNote to OneDrive

4. From the Share tab select OneDrive
5. If you do not see your OneDrive listed select Add a Place, then select
 - OneDrive for a personal account or
 - OneDrive for Business for a school account
6. Select Move Notebook

