LOADING ONENOTE TO ONEDRIVE

1. Open your current OneNote notebook.
2. Go to the **File Tab>Share**.

   File | Home
   Info
   Open
   New
   Share
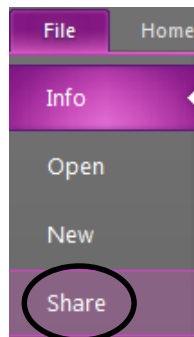
3. Make sure you have selected the **Web.**

   Web
   Access from any computer or browser.
   Share with others (optional).
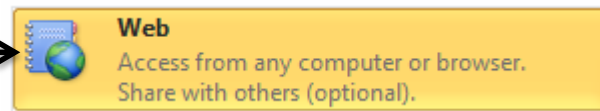
4. Under **Web Location** you will need to **sign in** to your SkyDrive Account.

   3. Web Location:
   Microsoft SkyDrive
   Sign in with: Microsoft account (Hotmail or Messenger)
   Sign In

5. This will bring up a **log in window**. You will need to sign in with your email address and password.

   Sign in to Windows Live
   example555@hotmail.com
   Password
   Forgot your password?
   Remember my ID and password
   Sign me in automatically
   Sign in   Cancel
   Don't have a Microsoft account? Sign up
   Privacy statement   Terms of use

6. You will need to either put your OneNote in the **Documents Folder** or create a **New Folder.**

   New Shared Folder

   Documents
   Shared with: Just me
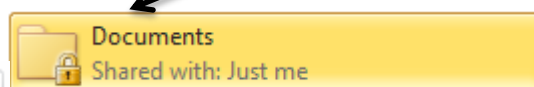
7. Now click **Share Notebook.**

   Share Notebook
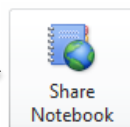
8. Now your notebook is synced to the cloud & you can access it even at home.