Making a Copy of a Shared OneNote Notebook

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Making a Copy of a Shared OneNote Notebook

1. Create a New Notebook within the OneDrive Desktop App (not web or Windows 10 version):

- Open OneNote and create a new, empty notebook where you want to store the copy.
- You can name this notebook whatever you like.

2. Open the Shared Notebook:

- Open the shared OneNote notebook that you want to copy.

3. Copy Sections:

- **Right-click**: on the section tab you want to copy.
- Select "Move or Copy".
    - **Choose the new notebook**: you created in step 1.
    - Click "Copy".
    - **Repeat**: this process for each section you want to copy.

4. Allow Time for Synchronization:

- After copying all the sections, allow time for OneNote to synchronize the changes.