



Making a Copy of a Shared OneNote Notebook

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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.