**O365 |** User name change for Microsoft OneNote (2013 & 2016) desktop application

Once your user name has been updated it may take up to 24 hours for it to take effect across all Office 365 (O365) Services. After the change has taken effect, you will have to sign into Outlook, Skype for Business, OneDrive for Business and other O365 services with the updated user name. Following are directions for changing your user name within desktop applications.

## OneNote – Sync Path

Within 24 hours of your user name being changed, your OneNote synchronization to your desktop will break. To restore synchronization of OneNote, complete the steps below.

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| STEP | DESCRIPTION | |  |
| 1 | Sign into the O365 web portal (<https://login.microsoftonline.com/> ) with your new user name:  Employees / Guest: [yourStarID@minnstate.edu](mailto:yourStarID@minnstate.edu)  Students: [yourStarID@go.minnstate.edu](mailto:yourStarID@go.minnstate.edu) | |  |
| 2 | *Click* on the **OneNote** tile | |  |
| 3 | From the My Notebooks view, *click* a **notebook**  The notebook will open in OneNote Online | |  |
| 4 | *Click* **Edit in OneNote** | C:\Users\am5254ca\AppData\Local\Temp\SNAGHTML212f69.PNG  This will open your desktop version of OneNote and automatically sync (local and web version). | |
| 5 | If the security notice window opens, *click* **Yes** | | cid:image005.png@01D28E8A.0AE77E20 |
| 6 | in your in your local OneNote, you’ll need to delete / close your prior version. To do that, go to File and select the notebooks with a path name of:  <https://mnscu-my.sharepoint.com/personal/STARID_mnscu_edu/…>. | | cid:image001.png@01D28E8D.8E048700 |