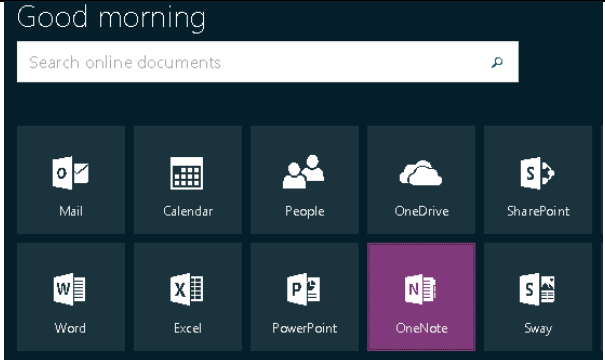
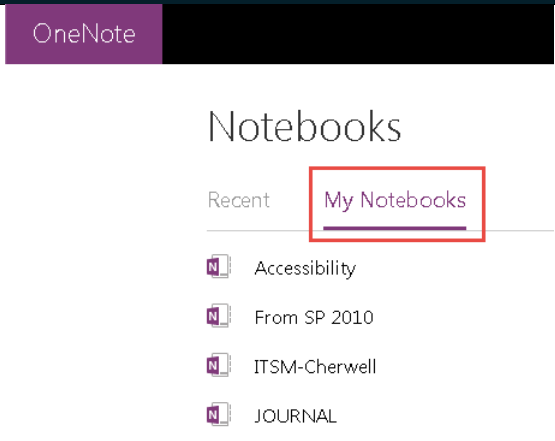
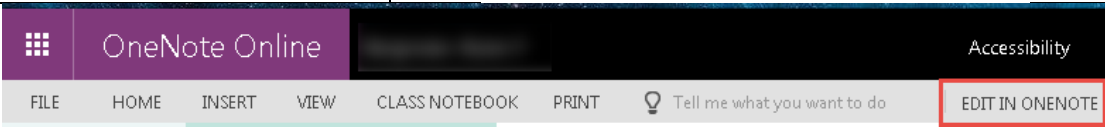
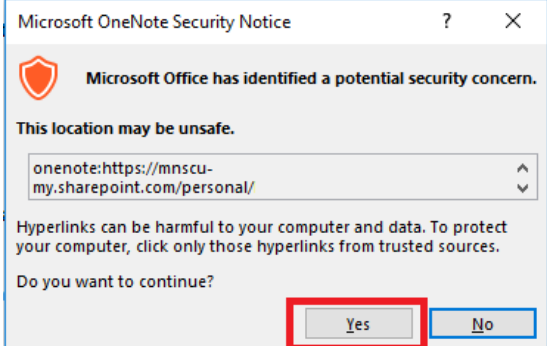


# O365 | Microsoft OneNote (2013 & 2016) Sync

Microsoft continuously releases product updates that fix issues and improves user experience in OneNote. Sync issues can be introduced when changes affect connection to the server or when client versions do not receive the product updates.

## To restore synchronization of OneNote

STEP	DESCRIPTION	
1	<p>Sign into the O365 web portal (<a href="https://login.microsoftonline.com/">https://login.microsoftonline.com/</a>) with your Office365 username:</p> <p>Employees / Guest: <a href="mailto:yourStarID@minnstate.edu">yourStarID@minnstate.edu</a>            Students: <a href="mailto:yourStarID@go.minnstate.edu">yourStarID@go.minnstate.edu</a></p>	
2	<p>Click on the <b>OneNote</b> tile</p>	 <p>Good morning</p> <p>Search online documents</p> <p>Mail Calendar People OneDrive SharePoint</p> <p>Word Excel PowerPoint <b>OneNote</b> Sway</p>
3	<p>From the <u>My Notebooks</u> view, <i>click</i> a <b>notebook</b></p> <p>The notebook will open in OneNote <u>Online</u></p>	 <p>OneNote</p> <p>Notebooks</p> <p>Recent <b>My Notebooks</b></p> <p>Accessibility From SP 2010 ITSM-Cherwell JOURNAL</p>
4	<p>Click <b>Edit in OneNote</b></p>	 <p>OneNote Online Accessibility</p> <p>FILE HOME INSERT VIEW CLASS NOTEBOOK PRINT Tell me what you want to do <b>EDIT IN ONENOTE</b></p> <p>This will open your desktop version of OneNote and automatically sync (local and web version).</p>

5	If the security notice window opens, <i>click Yes</i>	
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Note: If the sync process creates a new notebook rather than syncing to the existing one on the local drive, verify that all of the contents of the notebook on the local drive exist in the new notebook and copy/paste any that do not. Then go to the File tab and Close the old notebook.