

How to Move OneNote Notebooks

Steps

1. **Sign in to your Office.com account with your CIX credentials.**
 - a. Go to <https://office.com>
 - b. Click **Sign In**. Use your CIX credentials (firstname.lastname@cix.csi.cuny.edu).
2. **Open the OneNote Notebook you would like to move.**
 - a. Select the App Launcher (icon looks like 9 squares in the upper corner of the navigation sidebar).
 - b. Choose OneDrive. The OneNote folder will be located in OneDrive, possibly in a folder called Notebooks.
 - c. Open the Notebook you want to move.
 - d. In the upper right corner of the OneNote screen, select the **Editing** button.
 - e. Select **Open in Desktop** from the menu.
 - f. Click **Open OneNote**.
3. **In the Desktop version,**
 - a. Go to File.
 - b. Select **Export** from the Navigation bar.
 - c. On the Export window, select
 - i. Export Current: Notebook
 - ii. Select Format: OneNote
 - d. Click **Export**.
 - e. Select the location where you would like to save the notebook. If you would like to move the notebook to your new CUNY account, note where it is saved.
4. **Sign in to your CUNY OneNote account**
 - a. Either log out, open a private browser window, or open a different browser.
 - b. Sign in with your CUNYfirst credentials (firstname.lastname##@login.cuny.edu). The ## will be the last two digits of your EMPLID.
 - c. Locate OneNote, as above.
5. **Move the notebook to the new account.**
 - a. Locate the Notebook on your device.
 - b. Drag and drop the notebook file into the OneDrive folder in the new account