

Share a notebook on a SharePoint site

OneNote 2016 OneNote 2013 OneNote 2010

If your organization uses SharePoint, you can use it to store your OneNote notebooks in a central place for your whole team. Whenever you or someone you work with changes the content in a notebook, OneNote automatically saves and syncs the notes on SharePoint.

Important: You and your teammates need read/write permission on your SharePoint site. Contact your system administrator if you don't have those permissions.

When you have permissions, do the following:

1. In OneNote 2016, click **File > New > SharePoint**.

Note: If you don't see SharePoint in the list, you may not have permissions or your team site might have a different name. Look for the SharePoint logo or look for your team SharePoint site under **Other Web Locations**.

2. On the right side, under **SharePoint**, click **Browse**.
3. Go to the document library on the SharePoint site where you want to store your team notebook.
4. Type a meaningful, descriptive name into the **Notebook Name** box and then click **Create**.
5. Once the notebook is created, you'll receive a prompt to invite people to it, or you can share the notebook later from within OneNote 2016 by clicking **File > New > Share**.

After you create the notebook, you can email teammates and colleagues a link to the notebook. Anyone with write permissions on the SharePoint site will also be able to view and edit the notes.

If you'd like to be notified whenever someone updates the notes on SharePoint, do the following:

1. In your browser, go to the document library that has your notebook.
2. Next to the notebook folder, click the arrow to open the drop-down menu, and then click **Alert Me**.
3. In the **New Alert** dialog box, choose the notification option that works best for you and your team. For example, you can choose daily alerts if you don't want to disrupt your teammates with too many change notifications.