How to Move a OneNote Notebook from a Personal Microsoft Account to your VCCS Account

Note! This is not how to share a OneNote Notebook! If you would like to share your notebook with another person or with another one of your accounts, please see the sharing instructions on the Microsoft OneNote Online, or Microsoft OneNote (Shared Software) handouts.

Part 1 – Copy

1. In Chrome, open a New Incognito Window
2. Go to: https://onedrive.live.com
3. Click Sign In
4. Sign-in to the OneDrive account you want to move the notebook from
d5. Click on OneDrive (Microsoft Account) – not OneDrive for Business
6. Locate your notebook. It may be located in your Documents folder
7. Right-click the notebook and choose Copy to
8. Create a new folder and give it a name (Same name as the notebook is fine. Example: Notebook)
9. Select the new folder (Notebook) and click Copy
10. Navigate to your new folder and make sure the copied notebook is in there. Rename the copied notebook.
   Example: Notebook-2 (Right-click, Rename)
12. Open the Downloads folder on your computer to be sure the folder (Notebook) is there.
13. Sign-out of the Microsoft or Work/School account.

Part 2 – Paste

1. Sign-in to your VCCS OneDrive account.
2. Click on OneDrive for Business (Work/school account)
3. Navigate to the Notebooks folder – or create a new folder called Notebooks
4. Drag the copied folder (Notebook) from the Downloads folder to the Notebooks folder in OneDrive

Part 3 – Check it’s there

1. To check in OneNote Online, open the folder (Notebook) and double-click on the Notebook (Notebook-2)
   a. The notebook should open and you should have access to your Sections and Pages.
2. To check in your OneNote installed software:
   a. Open the OneNote program on your computer
   b. If you are signed in to a different account, sign out and then sign back in using your VCCS username and password.
   c. File > Open
d. Under Open from other locations, click on the OneDrive account (OneDrive – VCCS Student Advantage)
e. Browse > Notebooks > NotebookX > Double-click on the notebook (NotebookX-2)
f. The notebook should open and you should have access to your Sections and Pages.

**Part 4 – Remove the Old Notebook**

1. Once you are confident the notebook is located in the new account. You can go back to the first OneDrive account and delete the original version. Because the notebook is not shared between the accounts, the old version will not update when you make changes to the new version.

To learn how to delete an unused Personal Microsoft account, see the handout.