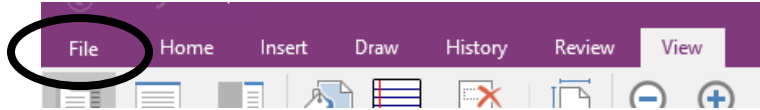




How to Import a OneNote Package

1. Open the OneNote program. **IMPORTANT:** Do not open “*OneNote for Windows 10*”. You must open the native OneNote program on your laptop. The key is that you see the **File** menu option at the top left of the screen.



2. Open the OneNote notebook you wish to export. Click **File > Open**. You will need to drill down to the location to which you exported your OneNote Notebook packages.
3. Select the **OneNote Notebook Package** you wish to open and click the **Open** button.
4. The **Unpack Notebook** window opens. Type in a new notebook name into the Name textbox if desired, select a color for the new notebook, and choose a path to save the new notebook into. Click the Create button when ready. BE AWARE that depending upon the size of the OneNote Notebook, it may take several minutes for your Notebook to fully load.
5. Repeat steps 2 through 5 for every OneNote Notebook you wish to export.