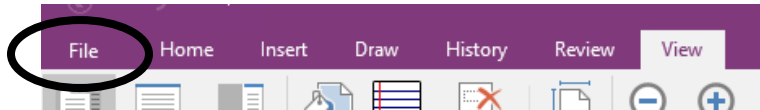


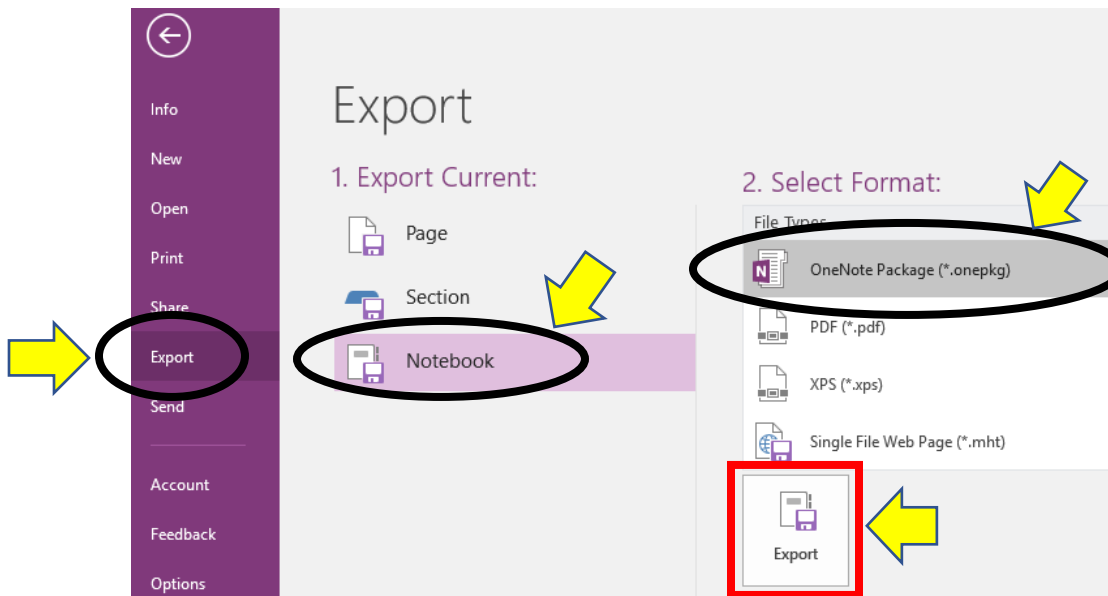


How to Export a OneNote Notebook

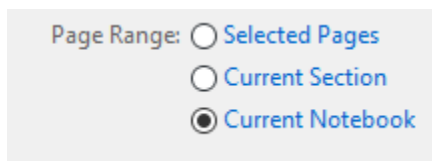
1. Open the OneNote program. **IMPORTANT:** Do not open “*OneNote for Windows 10*”. You must open the native OneNote program on your laptop. The key is that you see the **File** menu option at the top left of the screen.



2. Open the OneNote notebook you wish to export. Click **File > Open**. You may need to drill down to *OneDrive – Campbell.edu* to see your notebooks.
3. Then click **File > Export**. Select **Notebook** and **OneNote Package (*.onepkg)**. Last, click the **Export** button.



4. The Save As window opens. Verify **Current Notebook** is selected under **Page Range** to export the entire notebook.



5. Choose the folder where you will save the notebook and click the **Save** button.
6. Repeat steps 2 through 5 for every OneNote Notebook you wish to export.