How to Sync OneNote 2016 with Office 365

PURPOSE:
• How to sync OneNote 2016 with an Office 365 account

VERSION SUPPORTED: Office 2016, Office 365

HOW TO SYNC ONENOTE 2016 WITH OFFICE 365:

When first opening OneNote 2016, a sign in prompt will appear.

Click Sign In to move the prompt to the next screen.

At the next screen, your username may auto-populate.

DO NOT CLICK NEXT.

Click Back to load OneNote without a sign in. This will still load locally stored OneNote files.

Contact UIS
Call: (303) 860-4357
Email: help@cu.edu
When One Note 2016 loads, click on your username in the top right, then click Sign Out.

One Note will then reload. When it does, click Sign in found in the upper right corner.
On the next screen, enter your Office365 username and click Next.

A sign in screen with the CU logo should appear. Enter your Office365/system password and click Sign in.

This should load your local One Note files and begin syncing them to Office 365.