

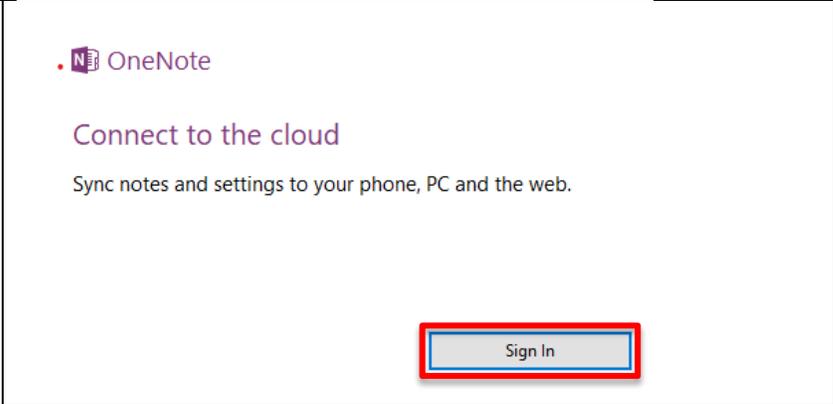
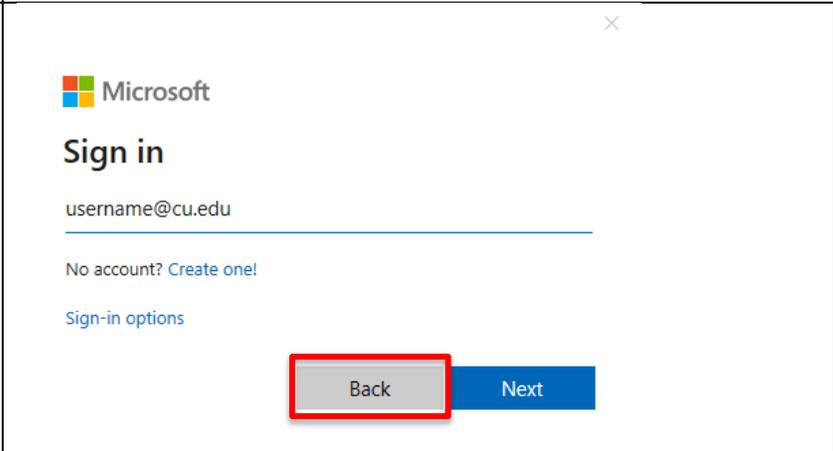
## How to Sync OneNote 2016 with Office 365

### 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:

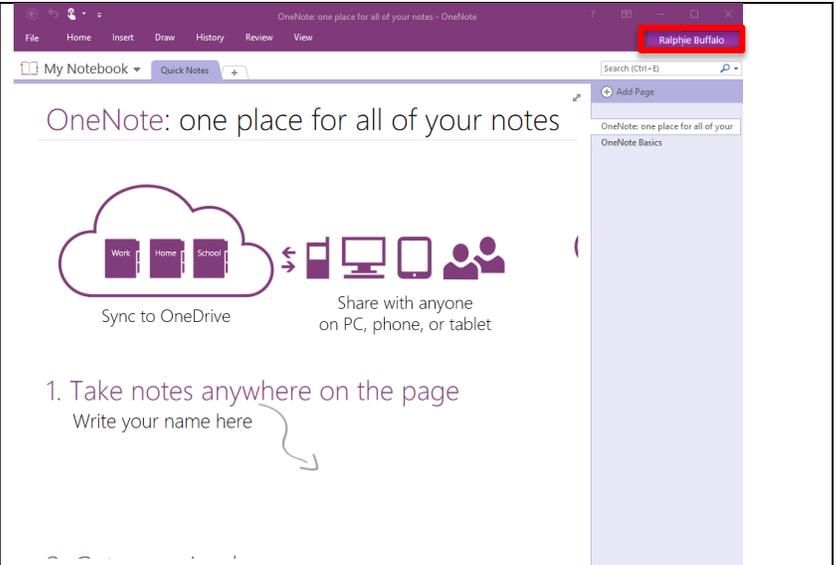
<p>When first opening OneNote 2016, a sign in prompt will appear.</p> <p><b>Click Sign In</b> to move the prompt to the next screen.</p>	 <p>The screenshot shows the OneNote application interface. At the top, there is a OneNote logo and the text "Connect to the cloud". Below this, it says "Sync notes and settings to your phone, PC and the web." At the bottom right, there is a "Sign In" button highlighted with a red box.</p>
<p>At the next screen, your username may auto-populate.</p> <p><b>DO NOT CLICK NEXT.</b></p> <p><b>Click Back</b> to load OneNote without a sign in. This will still load locally stored OneNote files.</p>	 <p>The screenshot shows the Microsoft sign-in page. It features the Microsoft logo and the text "Sign in". Below this, there is a text input field containing "username@cu.edu". There are links for "No account? Create one!" and "Sign-in options". At the bottom, there are two buttons: "Back" (highlighted with a red box) and "Next".</p>



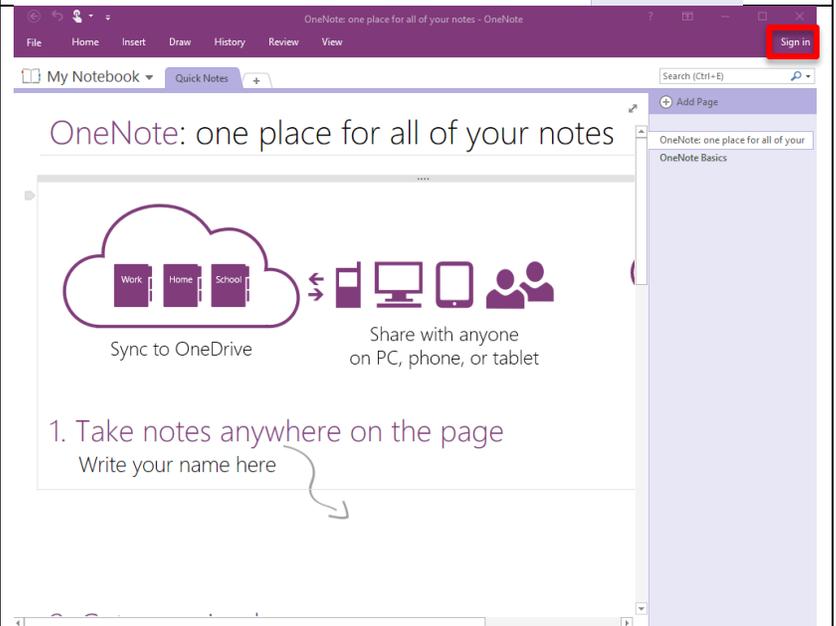
# UIS SERVICE DESK

# COMPUTER HELP

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.

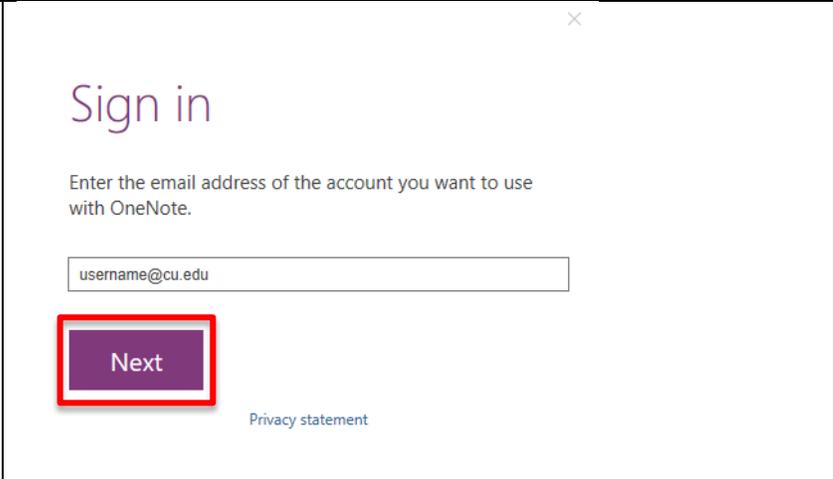


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# UIS SERVICE DESK

## COMPUTER HELP

<p>On the next screen, enter your Office365 username and <b>click Next</b>.</p>	
<p>A sign in screen with the CU logo should appear. <b>Enter your Office365/system password</b> and <b>click Sign in</b>.</p> <p>This should load your local One Note files and begin syncing them to Office 365.</p>	