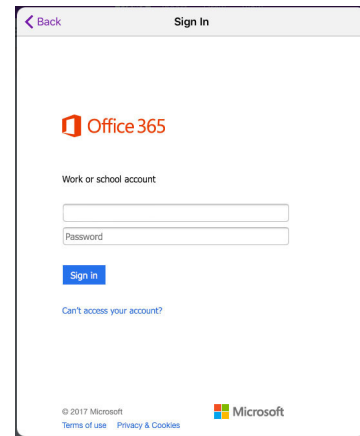
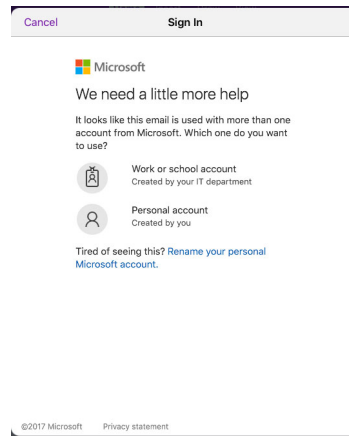
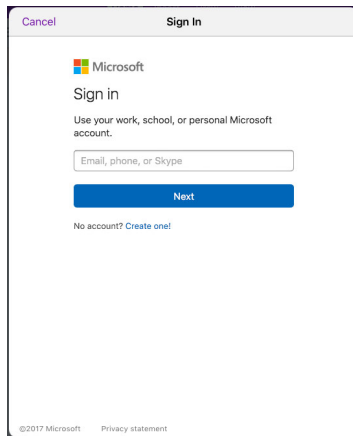
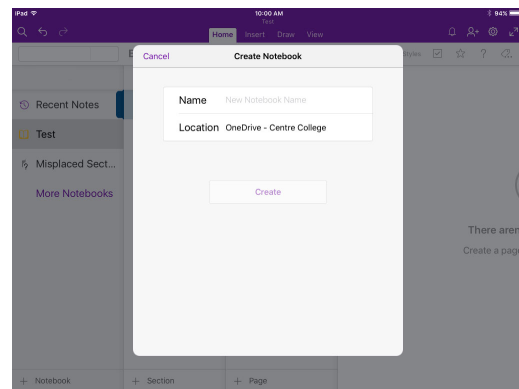
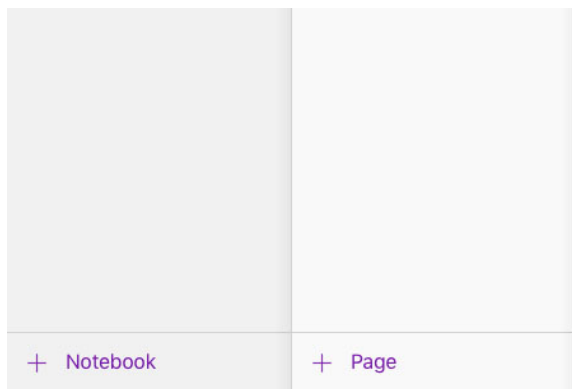


Sharing Notes with OneNote

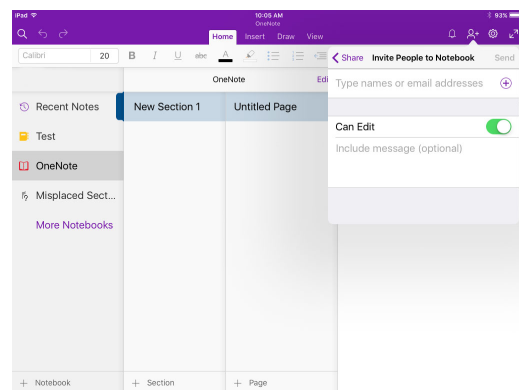
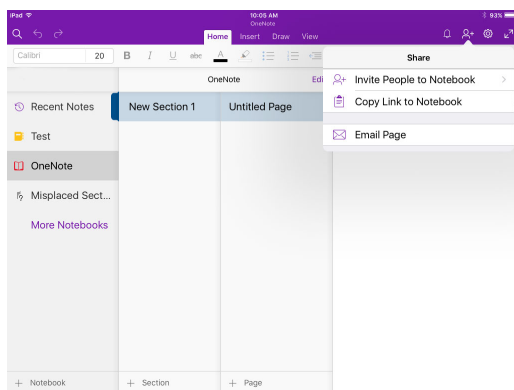
1. Install Microsoft OneNote on mobile device.
 - App Store < Microsoft OneNote
2. Login to Microsoft OneNote using Centre email address; choose Work or school account, enter Centre email password



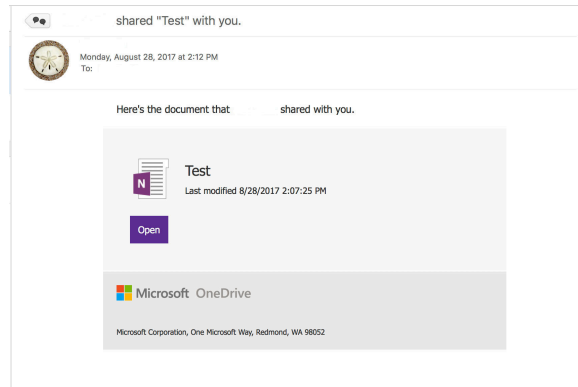
3. Choose to create a new Notebook



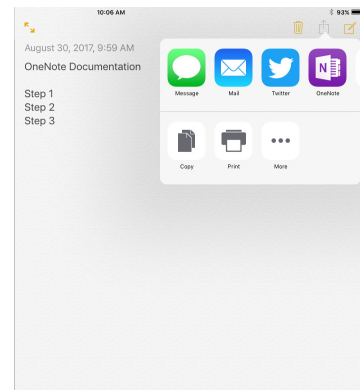
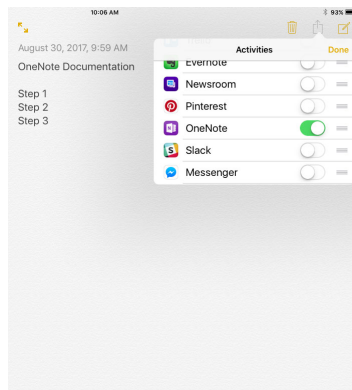
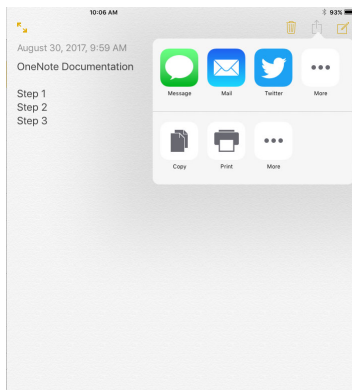
4. Share your new Notebook; it is not necessary to give OneNote access to your contacts, you can simply enter in the email address for the person you'd like to share the Notebook with.



5. Shared Notebooks must first be opened via the email that is sent



6. On the mobile device, go to the note you would like to share; Select More from the options; Make sure that OneNote is selected.



7. Choose the Notebook you would like to share your note with; be sure to give the note a title before sending it to OneNote. Please note that your formatting may change once you upload the note to OneNote.

