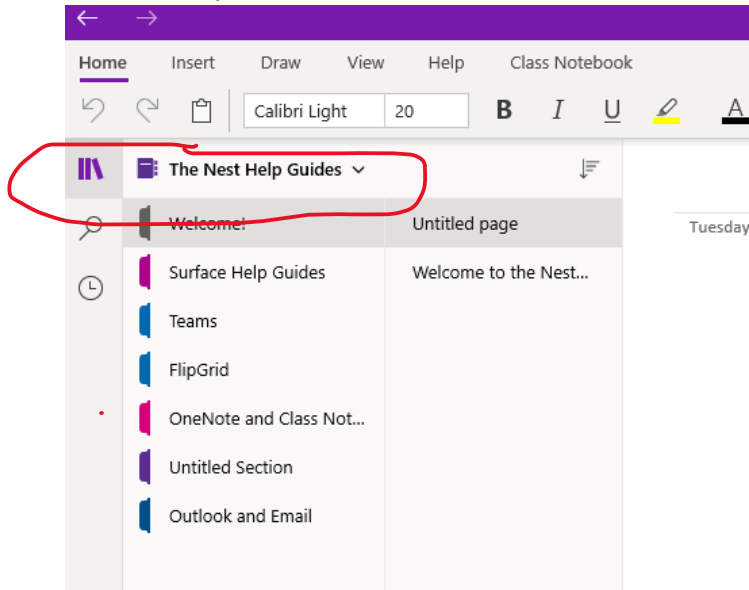
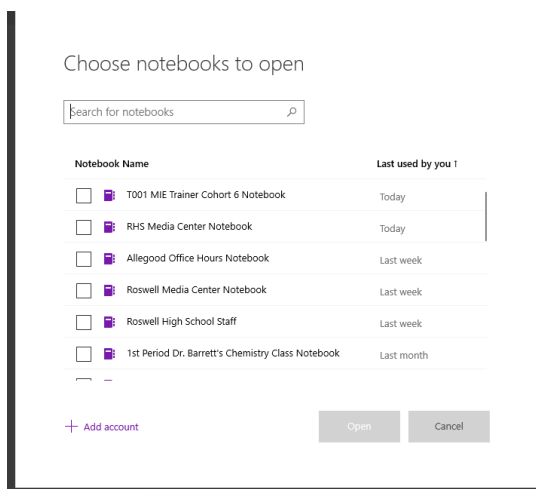


One Note Updates and Auto Syncing

1. Go to search bar and type Microsoft Store.
2. Open the MS Store App
3. Search OneNote
4. Click to download. (Yes, its already on your computer, but may need an update.)
5. When the new version loads, click Launch!
6. When One Note opens, you will see OneNote for Windows 10 at the top. Click the dropdown arrow next to the Notebook that loaded. (See below.)



7. Select MORE NOTEBOOKS and then check the boxes for the notebooks you want available to access (Teams notebooks, staff binder, etc.)



8. Next go to the three dots in the upper right corner and select Settings/Options. Make sure the ***synch notebooks automatically*** is **ON!**