Sharing Notebooks in OneNote

HOW TO SHARE A NOTEBOOK

- To begin, you will need to either choose an existing Notebook or create a new one.
- Open the Notebook and go to Share, Live Sharing Session, Start Sharing Current Section

You will be asked to set a session password, make one, then click ‘Start Live Sharing Session’

A warning message will appear, accept (press OK) and the notebook will be shared.
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FINDING THE SESSION ADDRESS

• To Find out your Session address (so that others can join the session), click on the "Shared Address Information"

• Find the first set of numbers (these are the numbers you need)

• Give this number to the people attempting to join the session.
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How to Join a Shared Notebook

- To join a shared notebook, go to Share, Live Sharing Session, Join Existing Session

- Fill in the areas with relevant information, then click ‘Join Session’

If you manage to join the shared notebook, the side panel will change and all people currently part of the session will have their names shown on the panel.