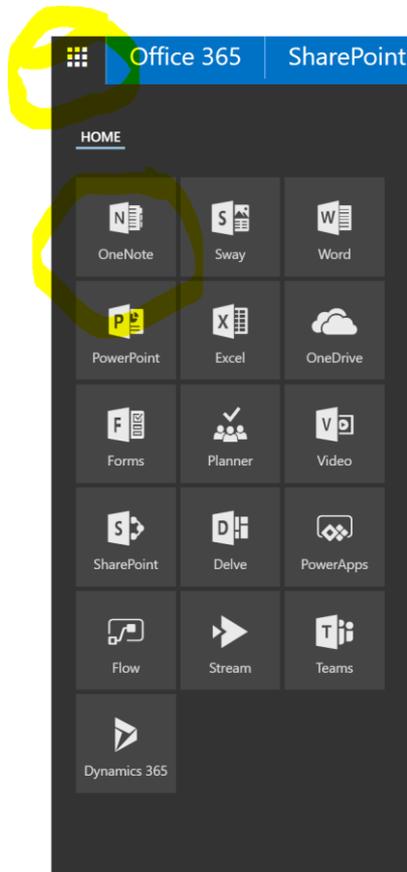


How to save your work in a Class Notebook (for example My Learning Journey or your class OneNote) if you or your parents have access to OneNote Desktop Version.

Note: You need to have the OneNote App or OneNote Desktop Version (which we believe is free with Windows 10. [Click her for more information](#))

1. Sign in to Microsoft 365.
2. Go to OneNote Online.



3. From the Notebook list, click **Class Notebooks** to display all your Class Notebooks.
4. Click on the Class Notebook you want to download.

Notebooks

Recent My Notebooks Shared with Me

Class Notebooks

 Bron and Bridget Literacy Class 2017

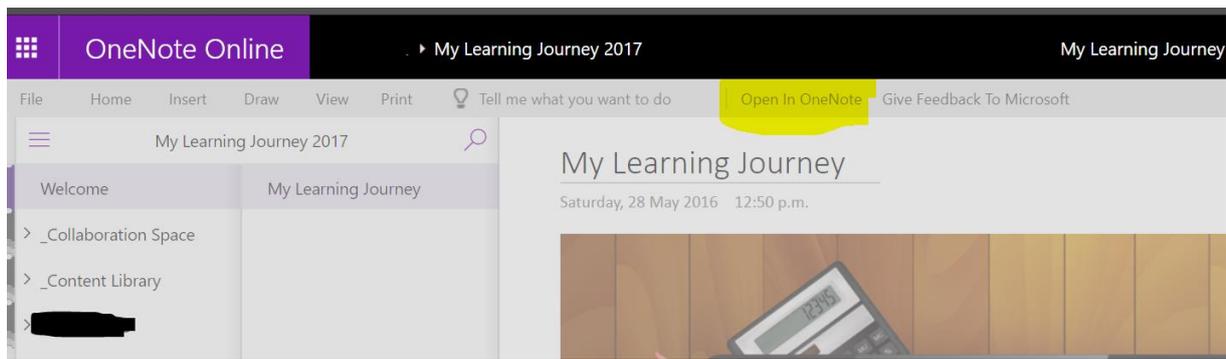
 Hub Notebook

 Mission Control 2018

 My Learning Journey 2017

 My Learning Journey 2018

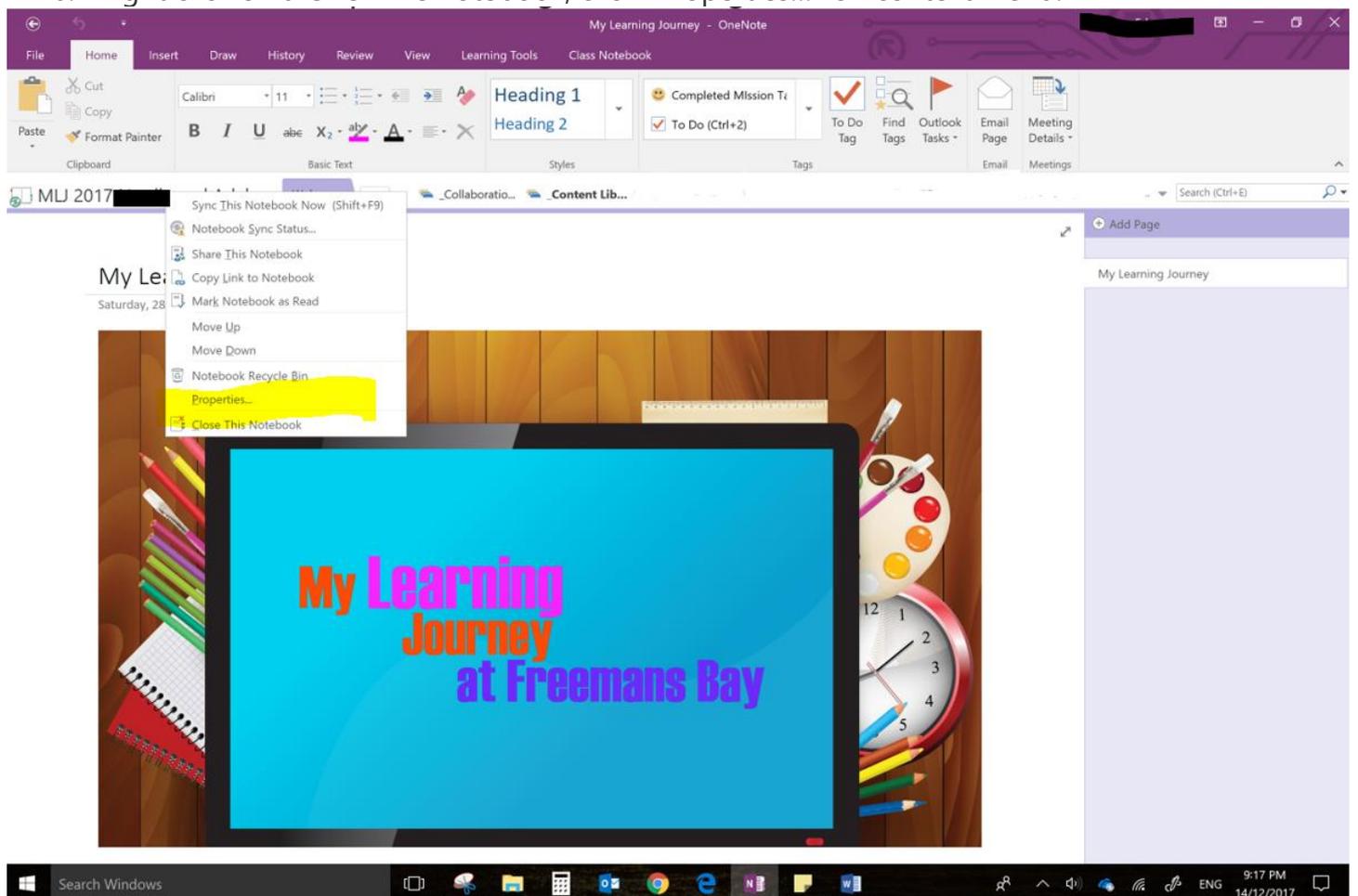
5. It will open in the OneNote Online version. Click "Open in OneNote".



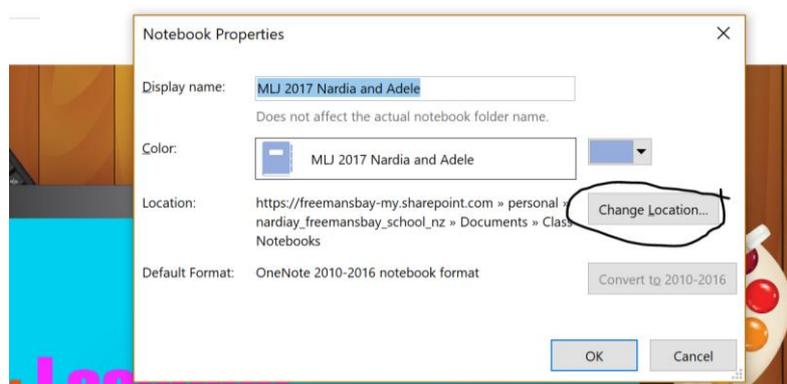
Note: You need to have the OneNote App or OneNote Desktop Version for this to work.

Once it is downloaded...

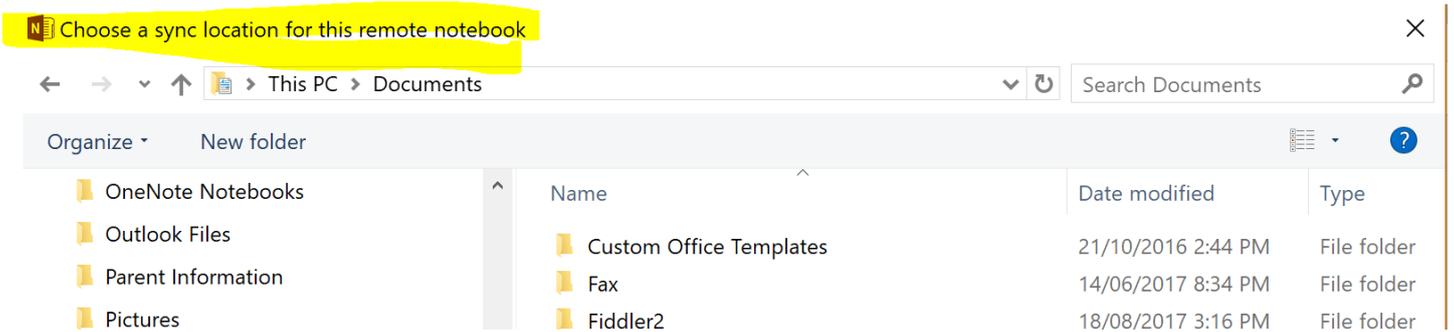
6. Right click on a OneDrive notebook, click "Properties..." on context menu.



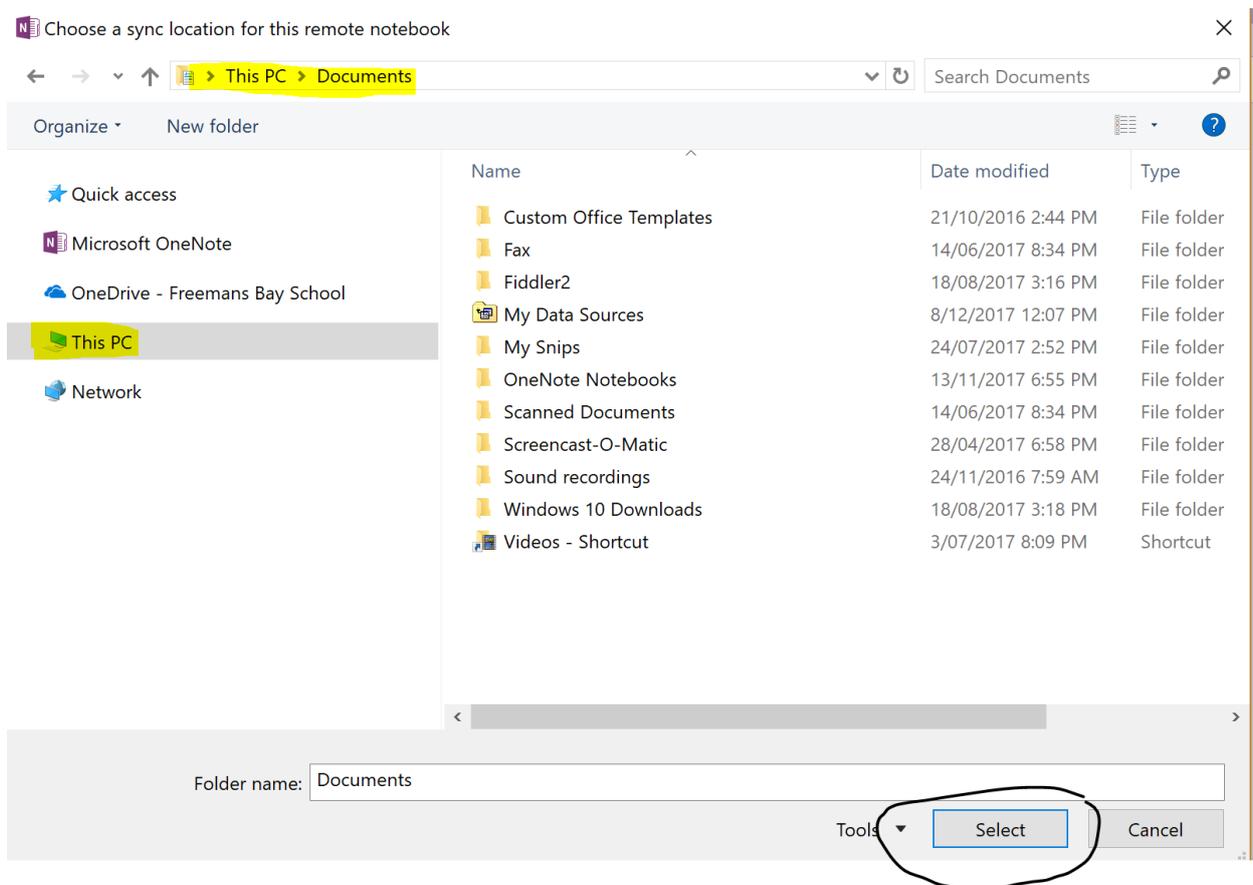
7. In "Notebook Properties" dialog, click "Change Location" button.



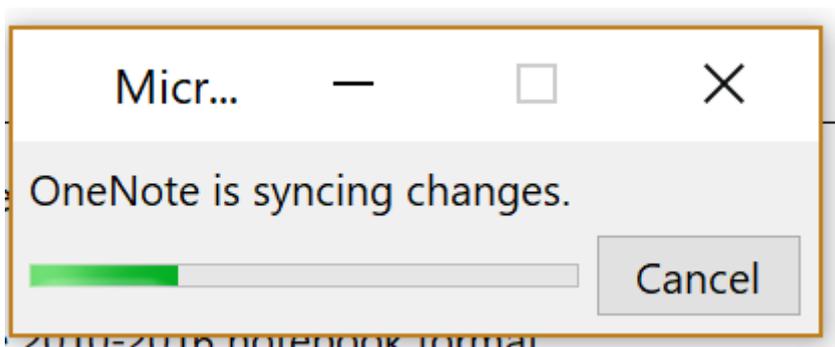
8. It will pop up a browse dialog to choose a location for save this notebook.



9. You just choose a folder in your local drive, and click "Select" button.

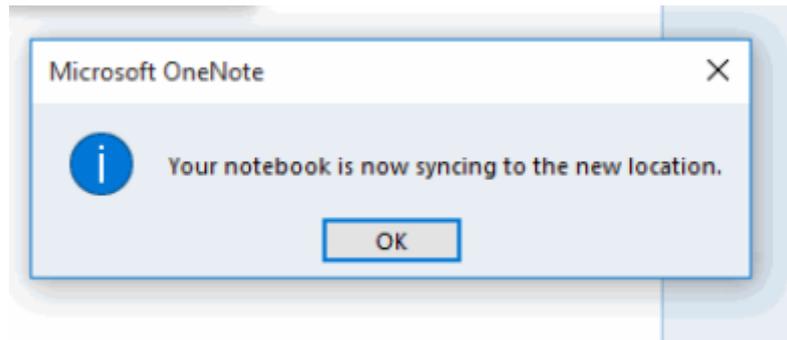


10. You will get a message that says:



Note: This can take a long time, depending on the size of the Notebook.

11. After OneNote move the notebook to this local folder, It will display a "Your notebook is now syncing to the new location." message.



12. Return to OneNote editing mode, move mouse over the notebook, it will see the notebook location is local path.