

# Migrate Your Business or Personal OneNote Questions and Answers

Last revised: January 2020  
Last reviewed: January 2020  
Next review: January 2021

Ministry of Central Services

The document below answers common questions about the implementation of OneDrive.

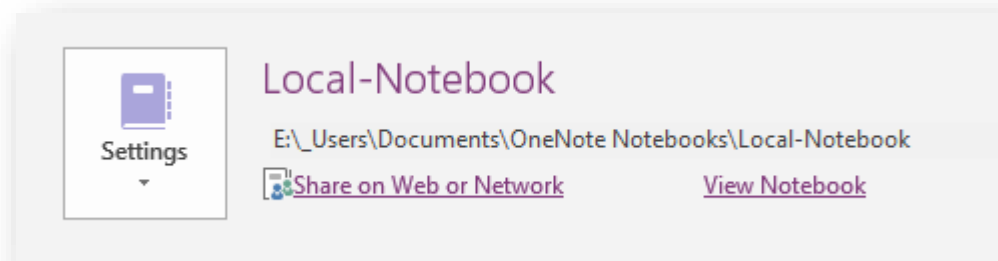
## 1. I already use OneNote, will my notebook and information be automatically migrated to OneDrive?

OneNote Notebooks saved on any local or network drive will not automatically move to OneDrive during the transition. Follow these instructions to successfully move your OneNote Notebook to your OneDrive.

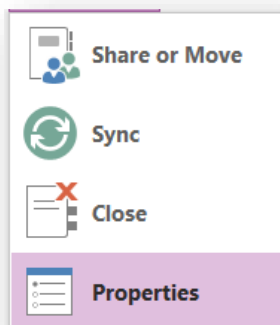
- a. Open your OneNote Notebook
- b. Select the “File” menu
- c. Each OneNote that you have accessed from this computer will be listed
- d. Locate any Notebooks which identify the location as C:\ or H:\ as these are saved locally on your personal drives.

*NOTE: any OneNote Notebooks with the location starting with “skgov.sharepoint.com” can stay on SharePoint to be accessed by multiple team members.*

- e. One at a time, for each locally saved notebook that you use, select “Settings” from the OneNote Notebook icon.



- i. Select “Properties” from the menu presented



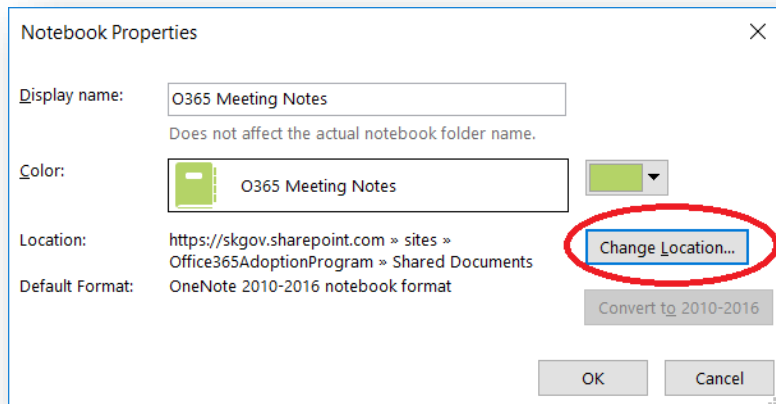
- f. In the “Notebook Properties” window, select the “Change Location” button.

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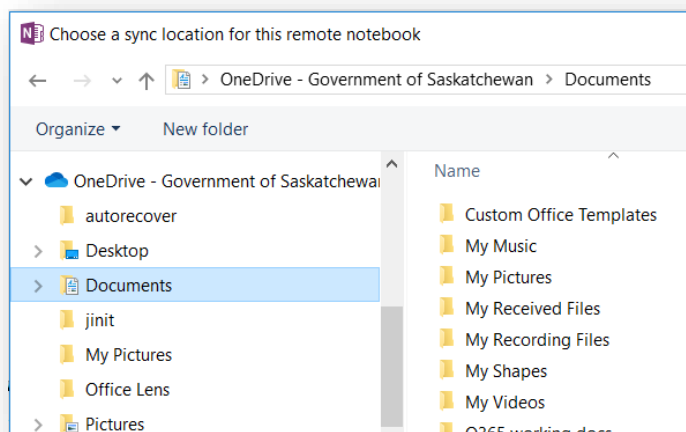
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- g. Navigate to your OneDrive folder and select the location you wish to save this OneNote Notebook into.



- h. Repeat steps 5 – 8 for each notebook you wish to move.

## 2. I have a personal OneNote, can I access it in my OneDrive at work?

Yes, but you will need to take a few extra steps to transition this notebook to your Government of Saskatchewan OneDrive.

### a. Export OneNote Notebook from your personal OneDrive to a Zip file

(This process must be completed on your GoS device with a Modern Browser such as Chrome or Edge (it will not work in Internet Explorer).

- In any modern web browser, navigate to OneNote for the web: [onenote.com](https://onenote.com)
- Enter your credentials for your personal Microsoft account containing the notebook you want to download (if you are already logged in, you may be able to skip this step).

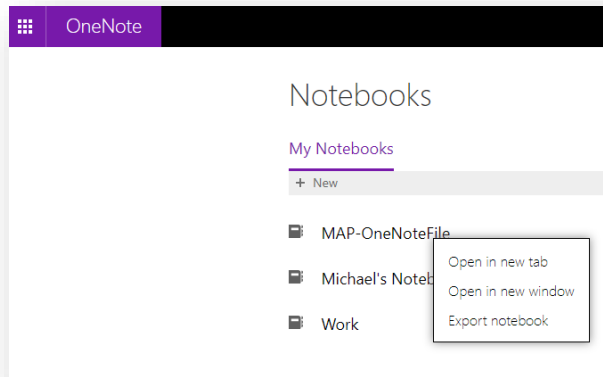
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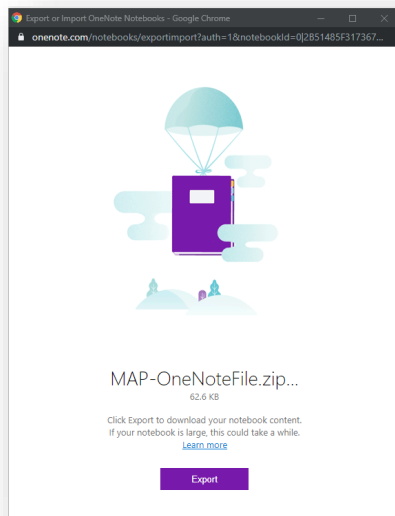
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- iii. Under My Notebooks, right-click (PC) or Control-click (Mac) the name of the notebook that you want to export, and then click Export notebook. You must right click on the Name, not the icon to the left.



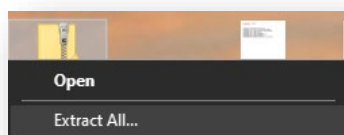
- iv. On the screen that opens, click Export



- v. Follow your browser's prompts to save the file in the location you choose.

## b. Extract the notebook from your personal OneNote

- i. On the GOS computer, extract the file saved in step "v" above:
  - Right click file and Select "Extract All"



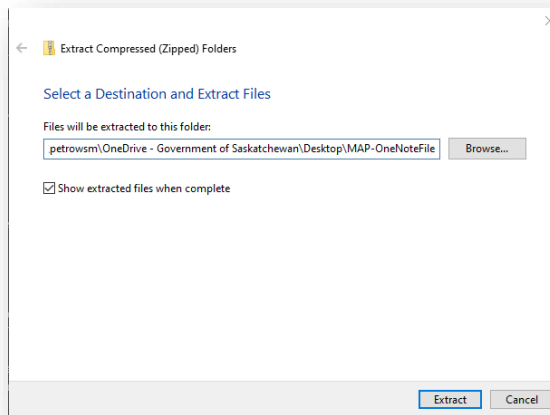
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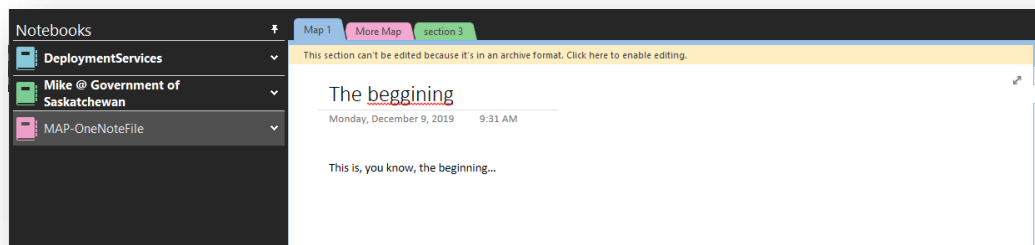
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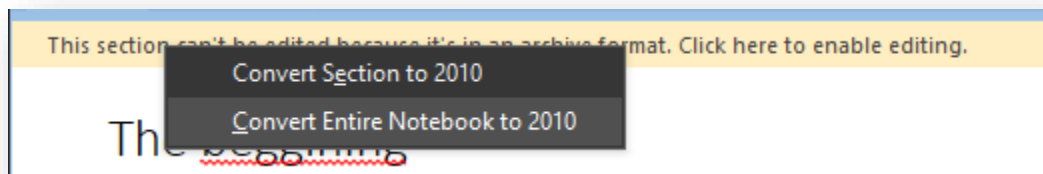
- On “Extract Compress Folders” screen, lick “Extract”



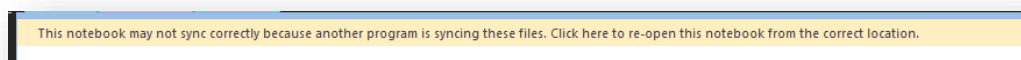
- Next the extracted notebook will be displayed, open the displayed folder which will have the same name as the OneNote Notebook that was exported from OneDrive earlier.
- Double Click the “Open Notebook.onetoc2” file to open the notebook with OneNote 2016.



- Next you will see this Notebook open in OneNote 2016 with a warning that it can't be edited, click on the warning message to enable editing and select “Convert entire notebook”



- If you saved your notebook to a location that is syncing to OneDrive you will get the following warning which can be ignored at this time.



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## **c. Import to Government of Saskatchewan OneNote**

To migrate the Notebook to OneDrive, follow the instructions outlined in the above instructions for “I already use OneNote, will my notebook and information be automatically migrated to OneDrive?”