Sharing a OneNote notebook

The instructions below detail how to share a notebook within OneNote.

Step-by-step guide

1. Open OneNote and if you haven't already, sign into your OneDrive account at https://www.office.com and select OneNote
2. Open the notebook you wish to share.
3. Click File and then click Share.
4. You have some options to share: Share with People/Invite People; Get a Sharing Link; Share With Meeting.

Share with People/Invite People

Owner Setup

1. Type email addresses of the people you wish to share with.
2. Use the Can edit drop down to choose if you want them to edit (Can edit) or just view (Can view).
3. Include a personal message to the person or people you're sharing your document with.
4. Click Share.
5. See the Shared with list to see who has permission to edit and view the Notebook. You can change permissions or remove sharing by right-clicking the name and choosing from the right-click menu.

Recipient Setup

1. The recipient will receive an email with a subject line similar to "I shared "My Notebook" with you in OneDrive." They may need to show blocked content depending on their mail system to see the full email.
2. Click the View in OneDrive button. The document will open in OneNote Online.
3. If the recipient has the ability to edit, they can click Edit in Browser.
   a. Note that recipients with edit access can also share the notebook with other people.
4. If the recipient has the ability to view, the can view it in OneNote Online.
   a. Users with view access will have an option to Open in OneNote. This will only work if OneNote is installed on the computer. The notebook will be read-only.

Get a Sharing Link

Owner Setup

1. Click the Create Link button next to the option you wish to use: View Link or Edit Link.
2. Copy and paste the link into an email to send to the recipient(s).
3. To remove access, right click and choose Disable Link.
   a. You can only Disable a link using this feature. This affects everyone using the link. To change permissions for users, you will need to give them a new link.

Recipient Setup

1. The recipient will need to copy and paste the link that you sent them by email into a web browser.
2. The file will open on OneDrive Online.

Related articles

Content by label

There is no content with the specified labels