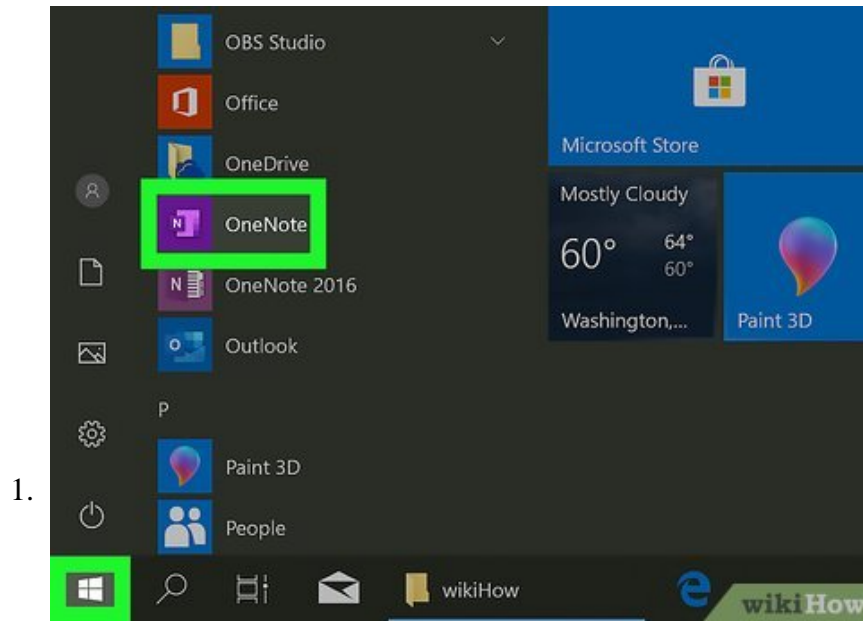


How to Share a OneNote Page

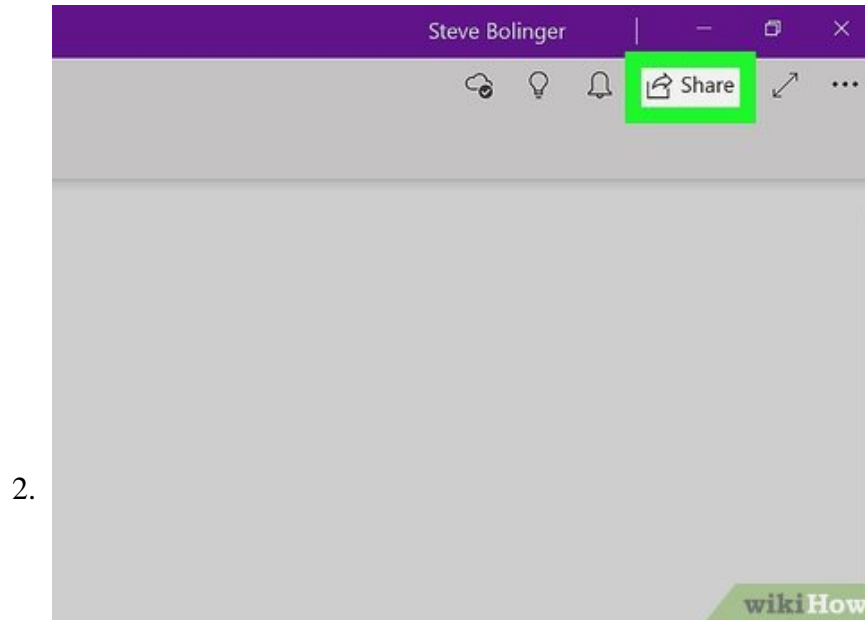
As of the Windows 10 version of OneNote, Microsoft has removed the ability to share a single page. You can, however, share the entire notebook (Windows 10 or OneNote 2016) or a just a snapshot of a single page (Windows 10). This wikiHow...

Method 1 of 3:

Sharing a Page Snapshot in OneNote for Windows 10

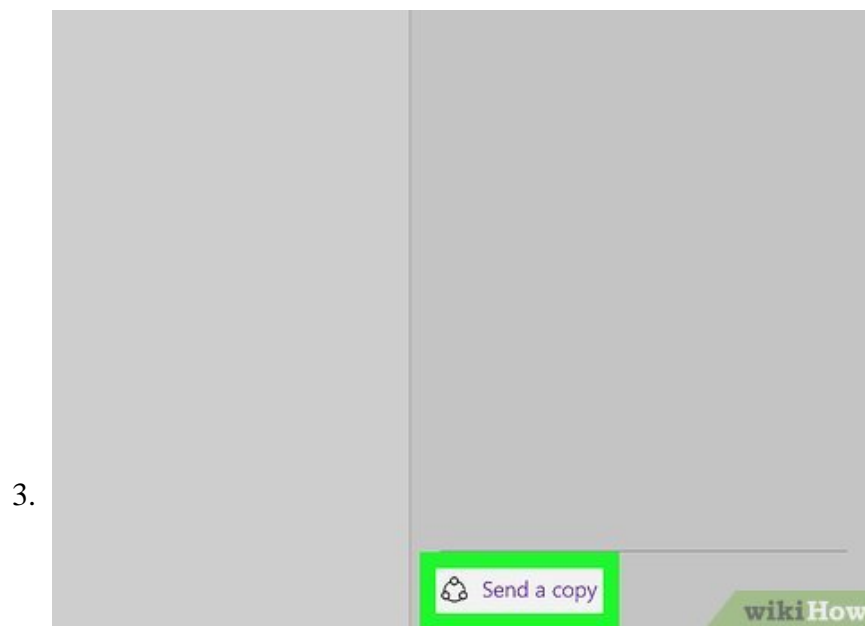


Open your OneNote notebook. You'll find this in your Start Menu.



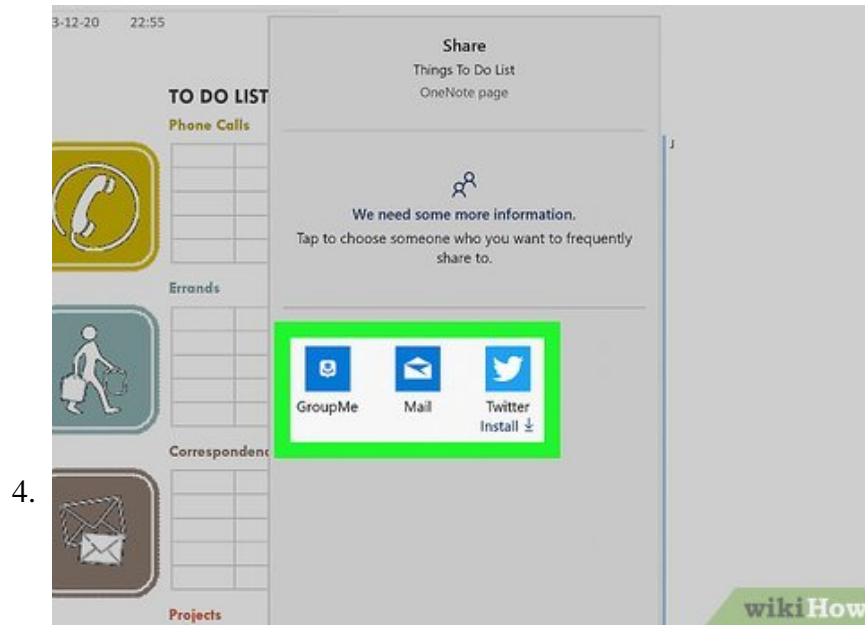
Click **Share**. You'll find this in the upper right corner of the app and a menu will dropdown.

1. If you don't see the button here, you might be using the OneNote 2016 version.



Click **Send a copy**. You'll find this at the bottom of the window.^[1]

1. You're sending a copy of the page you have selected. The shared page will not update with new edits after you share it.

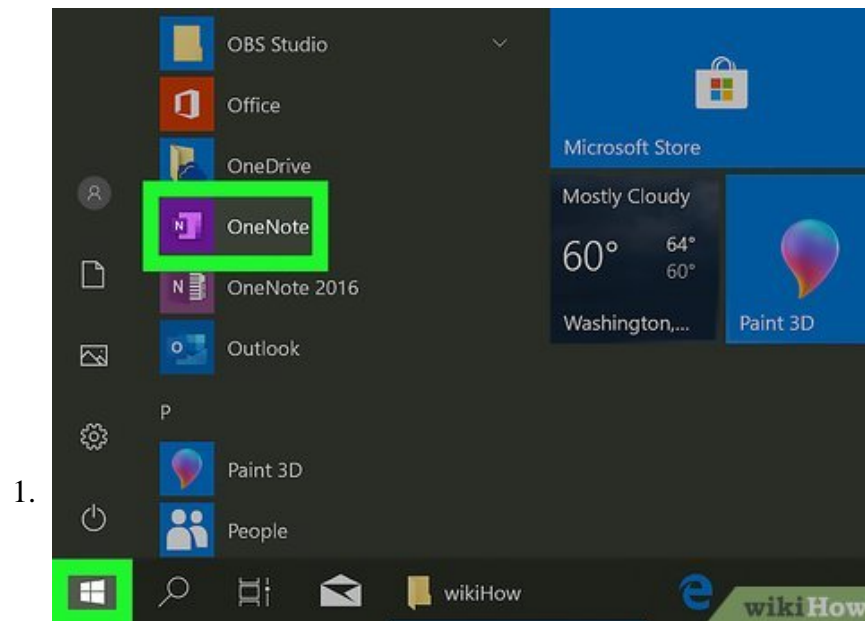


4.

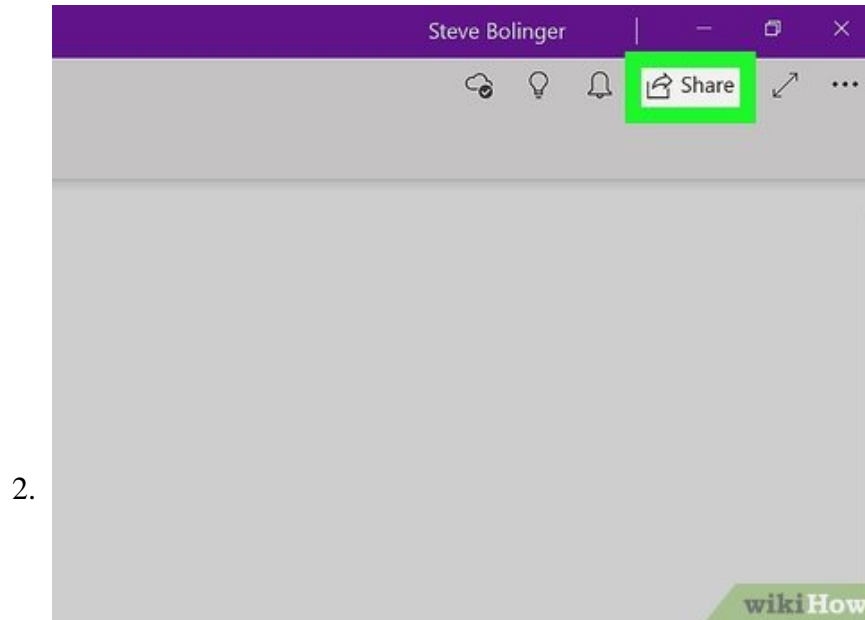
Click to select a sharing method. You'll see a list of frequently contacted people as well as a few suggested apps you can use to share, like **Mail**. Click one of those to share the page with that app.

Method 2 of 3:

Sharing a Notebook in OneNote for Windows 10

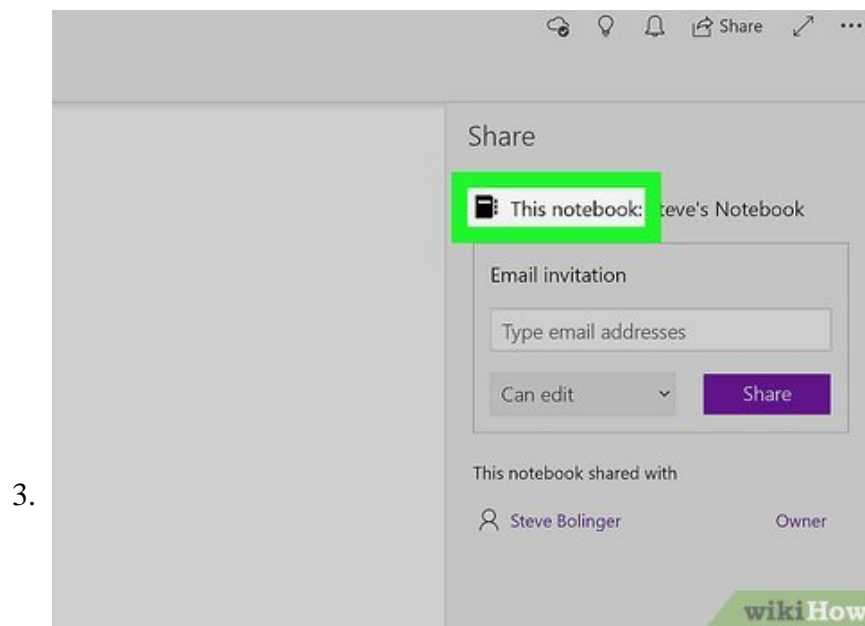


Open your OneNote notebook. You'll find this in your Start Menu.



Click **Share**. You'll find this in the upper right corner of the app and a menu will dropdown.

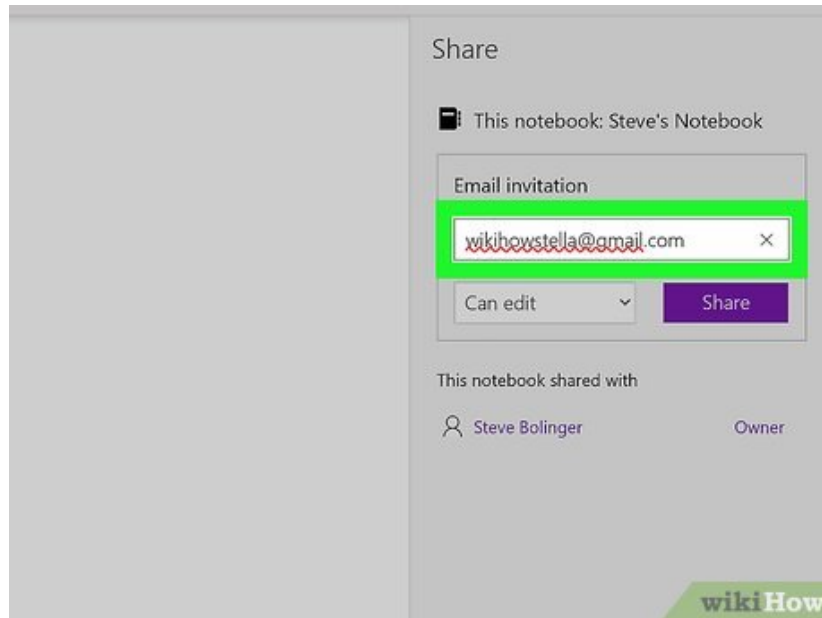
1. If you don't see the button here, you might be using the OneNote 2016 version.



Click to select **This notebook**. You'll want to make sure **this notebook** is selected so your invitees have access to everything.^[2]

1. If you don't see a drop-down, that's fine. Your notebook should be selected as default.

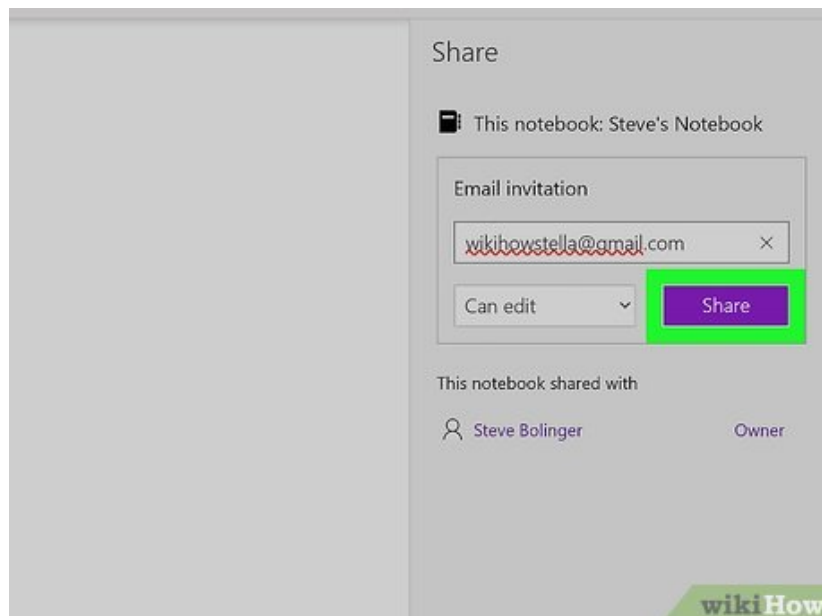
4.



Enter email addresses with whom to share your notebook. You can add one email address or multiple.

1. The drop-down menu below their email address gives them certain permissions. You can select **Can edit** if you want them to be able to make changes to the notebook or **Can view** if you don't want them to be able to make changes.
2. You can also click **Edit** next to a shared person to change their privileges or remove them from the shared document entirely.

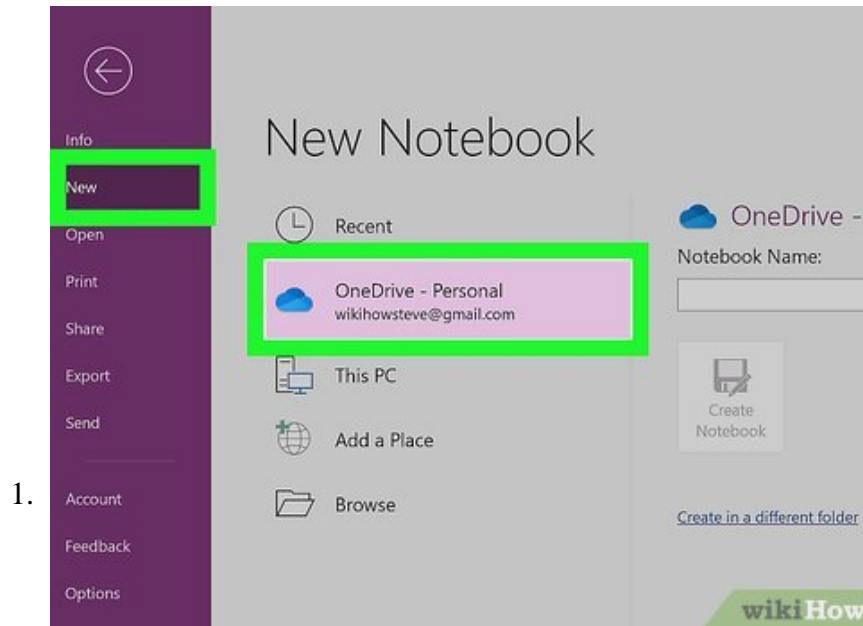
5.



Click when you're ready to share the document. You can add more people to the share list if you need to.

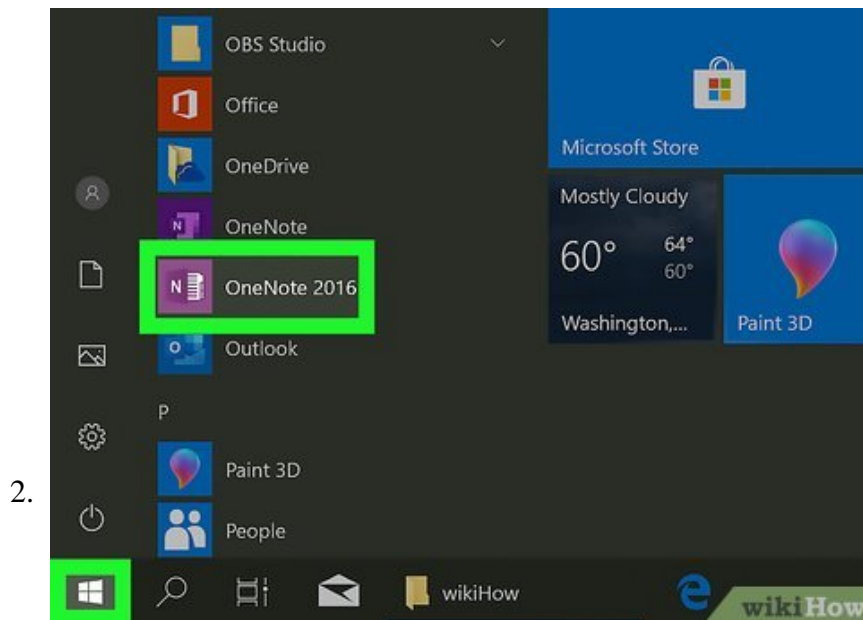
Method 3 of 3:

Sharing a Notebook in OneNote 2016 or OneNote for Mac

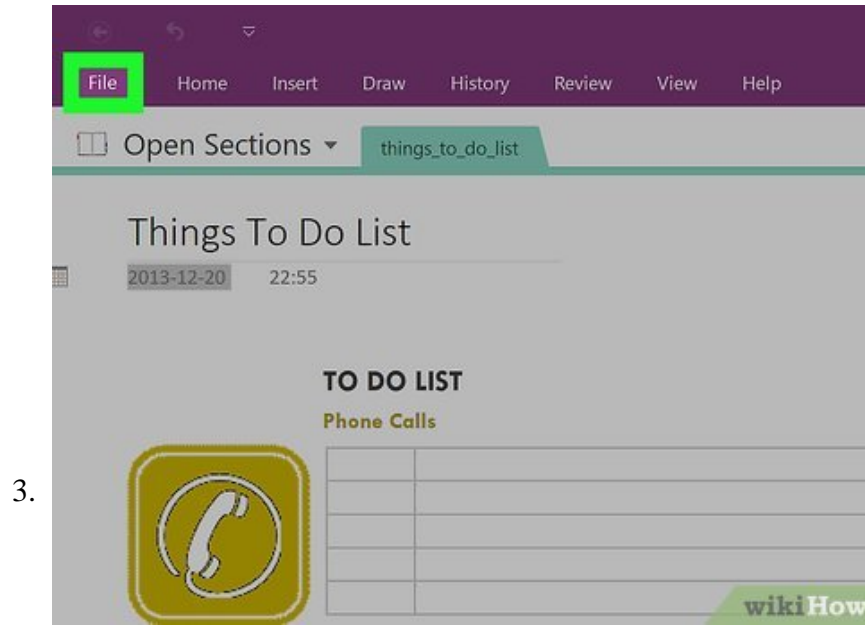


Save your OneNote document in OneDrive. OneDrive is a cloud storage service offered by Microsoft that will enable you to be able to share your pages.^[3]

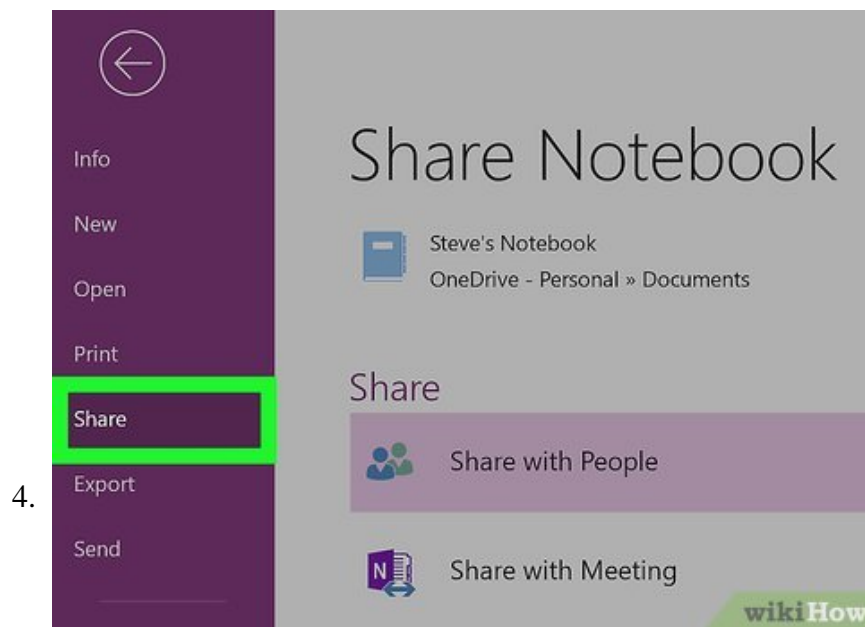
1. In OneNote, click **File** and select **New**. If you already see a OneDrive option, skip these steps.
2. Click **Add a Place** and **OneDrive**.
3. Enter your OneDrive or Microsoft account username and password, which could be an email address.^[4]
4. Select **OneDrive-Personal**, name your notebook, and click **Create Notebook**.^[5]



Open your OneNote notebook. You'll find this in your Start Menu.

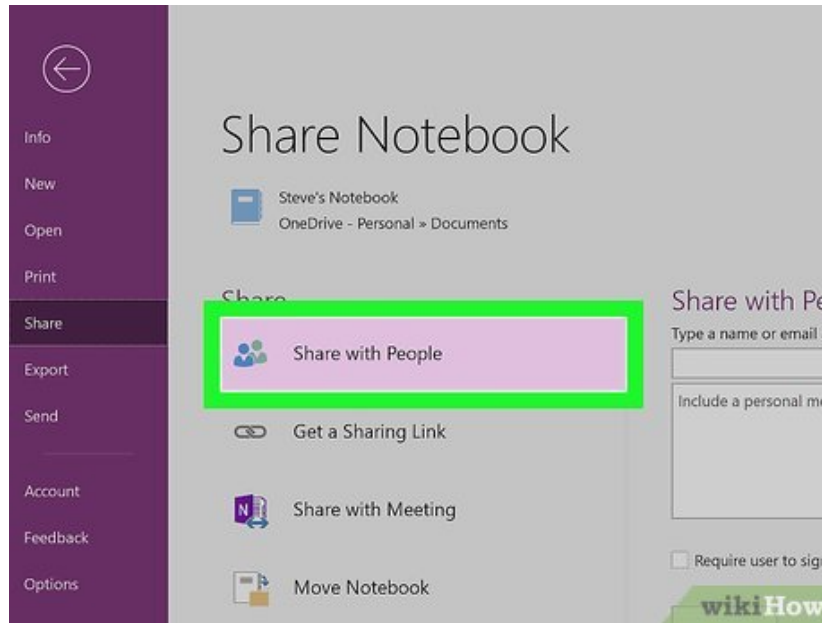


Click **File**. You'll find this on the editing ribbon above your document.



Click **Share**. You'll find this near the bottom of the menu, above *Export*.

5.



Click **Share with People**. You'll see this on the right side of the page panel under the **Share** header.

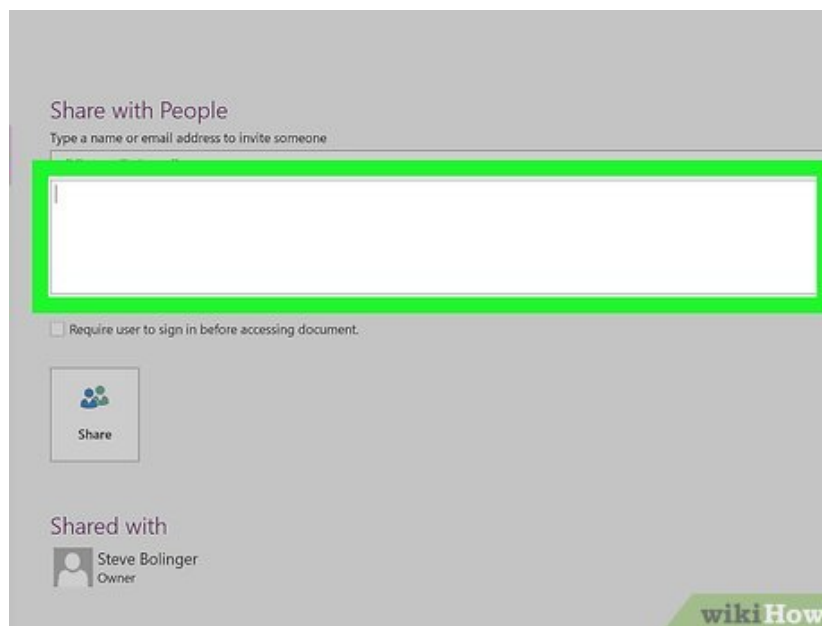
1. You can also get a link to the notebook that you can send in a chat or email by clicking **Get a Sharing Link** instead. You'll need to choose **Create Link** to activate sharing the notebook with a link.^[6]

6. Picture 15 of How to Share a OneNote Page

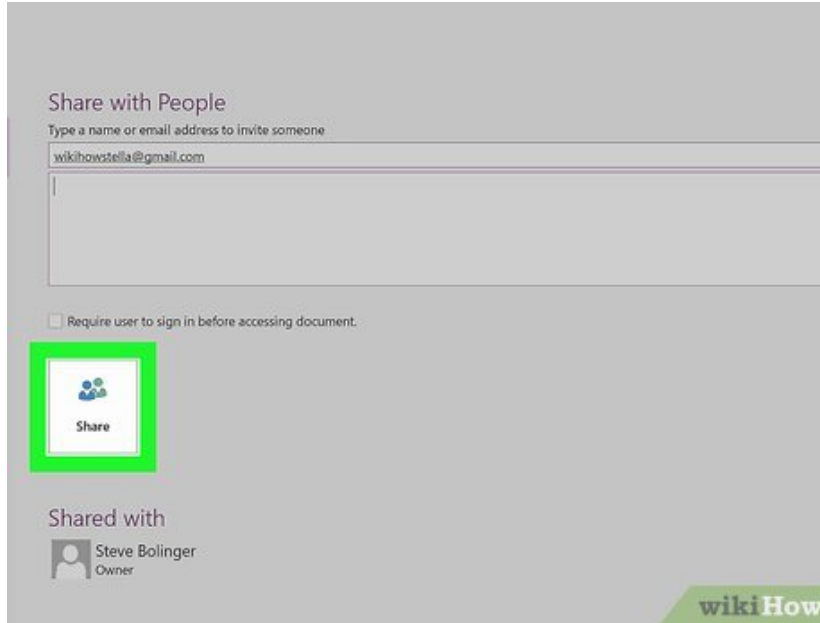
Enter email addresses with whom to share your notebook. You can add one email address or multiple in the text field under the **Share with People** header.

1. The drop-down menu next to their email address gives them certain permissions. You can select **Can edit** if you want them to be able to make changes to the notebook or **Can view** if you don't want them to be able to make changes.

7.



Enter an email body if you want to customize the message. A default message will be sent if you don't want to customize it.



8.

Click [Share](#) when you're ready to share the document. The people you're sharing with will get an email invitation to view the document.^[7]

You finished reading the article "**How to Share a OneNote Page**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.