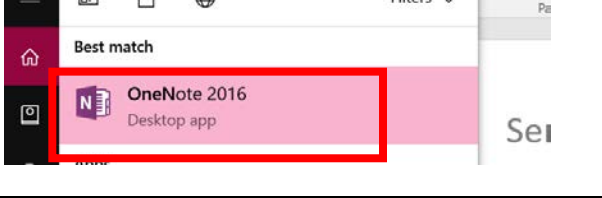
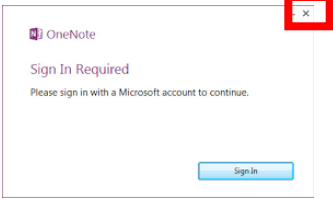
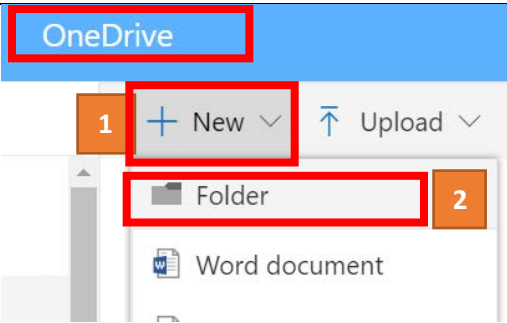
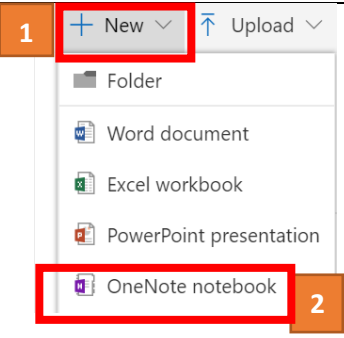


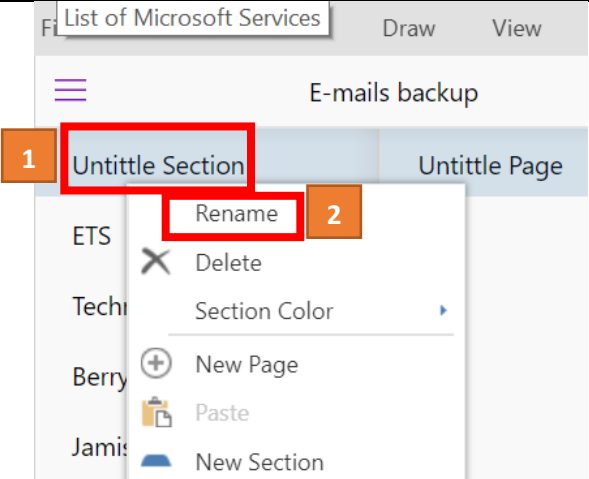
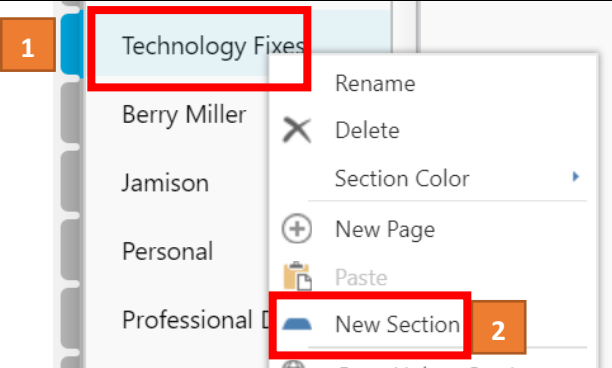
STEP 1- Activate One Note on your district computer/tablet

<ol style="list-style-type: none"> 1. Click Windows Flag on desktop 2. Search for One Note 2016 3. Right click → Pin to taskbar 	
<ol style="list-style-type: none"> 4. Open One Note 2016 5. Don't sign in, click on the X to continue the process 6. One Note will open when activation has completed 7. Close One Note and continue to STEP 2 	

*If OneNote 2016 is not available, use whichever version is available (2013 or 2010)

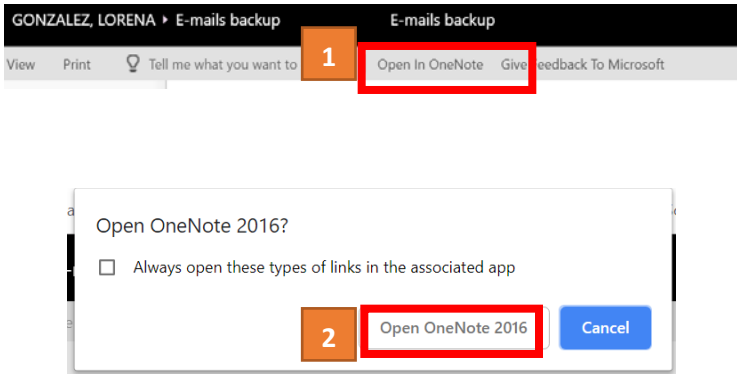
STEP 2- Create Notebook in Office 365

<ol style="list-style-type: none"> 1. Login to Office 365 from the Pearland ISD website 2. Click on One Drive 3. Click on +New 4. Select folder 5. Title it E-mail back up 	
<ol style="list-style-type: none"> 6. Open folder just created 7. Click +New 8. Select One Note Notebook 9. Name it E-mail back Up 	

<p>Your Notebook will load online as a new tab on your browser. It will contain an untitled section and untitled page.</p> <p>10. Right click on Untitled Section select Rename to change the name (name it like one of your folders in Outlook)</p>	
<p>Add sections for each of the folders in your Outlook</p> <p>11. Right click on an existing section 12. Select New Section 13. Give it a name</p>	

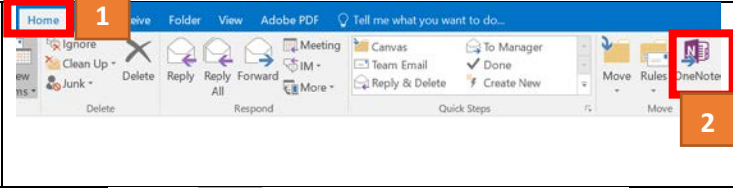
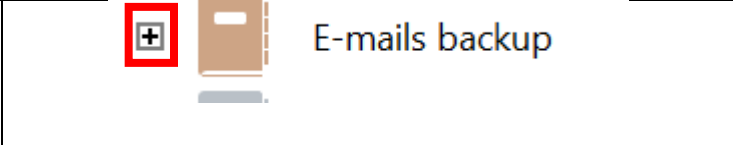
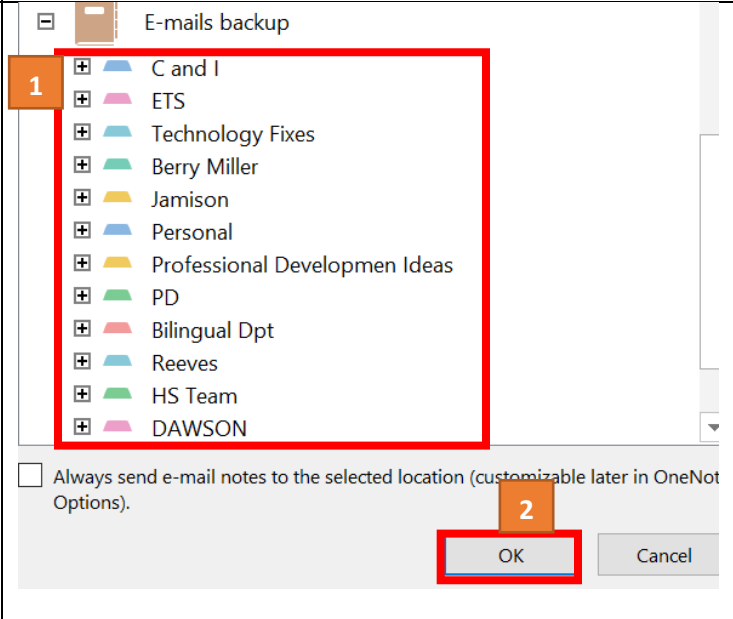
*No need to save, OneNote AutoSaves.

STEP 3- Pull your notebook to your desktop

<p>You must “pull down” the notebook to create a local copy on your desktop. This copy will continue to sync to the copy in One Drive.</p> <p>1. Click “Open in One Note” 2. Select OneNote 2016/2013/2010 3. Click “Yes” to confirm</p>	
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*Use the + sign on the desktop version to continue adding section.

STEP 4- Sending Emails from Outlook to One Note

<ol style="list-style-type: none"> 1. In Outlook open e-mail to be backed up 2. On the Home tab locate OneNote icon 	 <p>1</p> <p>2</p>
<ol style="list-style-type: none"> 3. Select your e-mail back up notebook 4. To view all sections click on + sign next to notebook 	
<ol style="list-style-type: none"> 5. Select a section to send email to 6. Click OK <p>To send the contents of an entire folder</p> <ol style="list-style-type: none"> 1. Open folder in Outlook 2. Click top email 3. Select Ctrl+A on your keyboard to select all e-mails on this folder 4. Follow steps 2-6 above 	 <p>1</p> <p>2</p>

STEP 5- How to access backed up e-mails in One Note

-From the computer you used to create the notebook you simply have to open OneNote 2016/2013/2010 to view your notebook. If you pinned One Note to your taskbar in STEP 1 you simply have to click on the icon on your desktop to access the notebook.

From any **other computer(s)** you will need to login to Office 365, locate Email Back Up folder in your One Drive and open Email Back Up notebook. If you wish to be able to send e-mails to this notebook from other computer, you must repeat STEP 3.

****VIDEO:** <http://bit.ly/Outlook2Oonenote>