

Force a Notebook Sync in OneNote

OneNote will automatically store pending changes to your notebooks whenever you are offline and then sync those changes as soon as a network is available again. Many unexpected sync problems can usually be resolved by forcing a sync as soon the network is available again.

Tips & Reminders:

If teacher material is not appearing in OneNote 2016 what do I do?

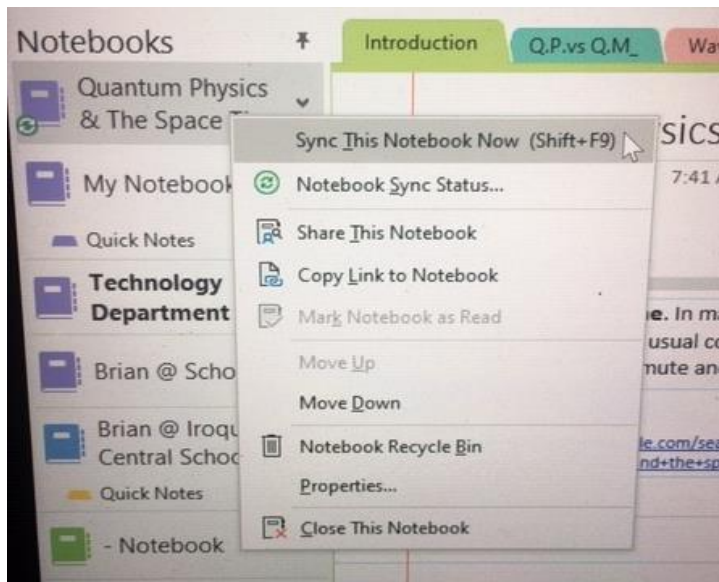
- Force sync notebook
- Make sure “Auto Sync” button is checked (On) and “Manual Sync” is not (Off).
- Due to increased traffic it may take longer, leave laptop open and logged in
- Try office 365!

Here’s how to manually force notebook synchronization in the different versions of OneNote:

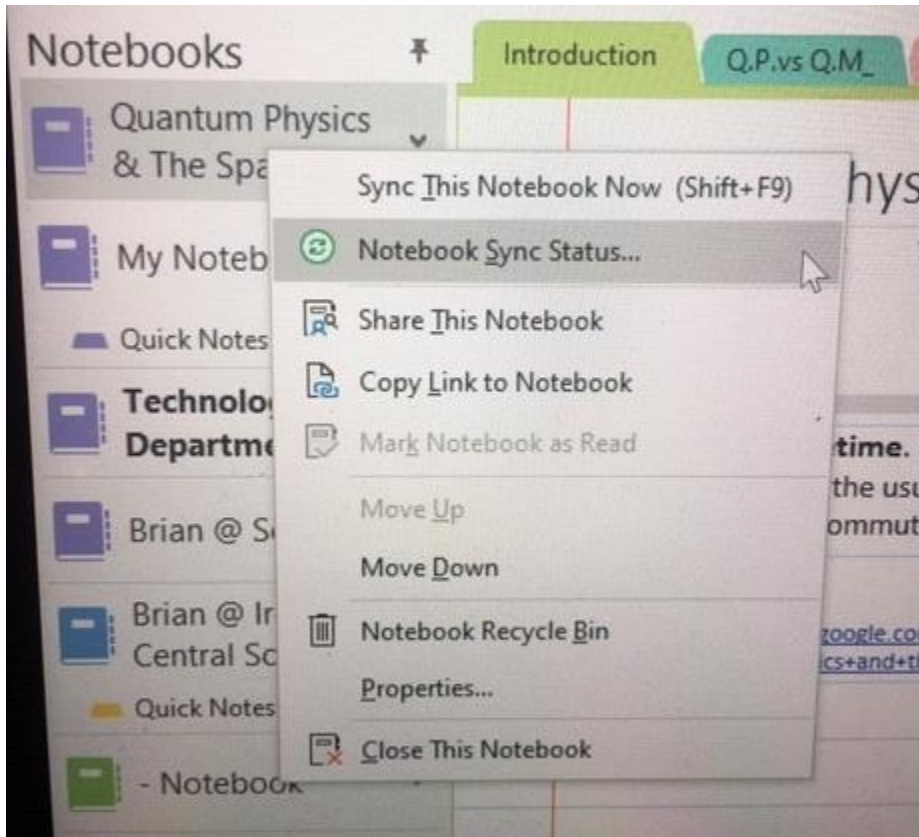
OneNote 2016 for Windows

- Right-click the notebook name in the Notebooks list, and then click Sync This Notebook Now.

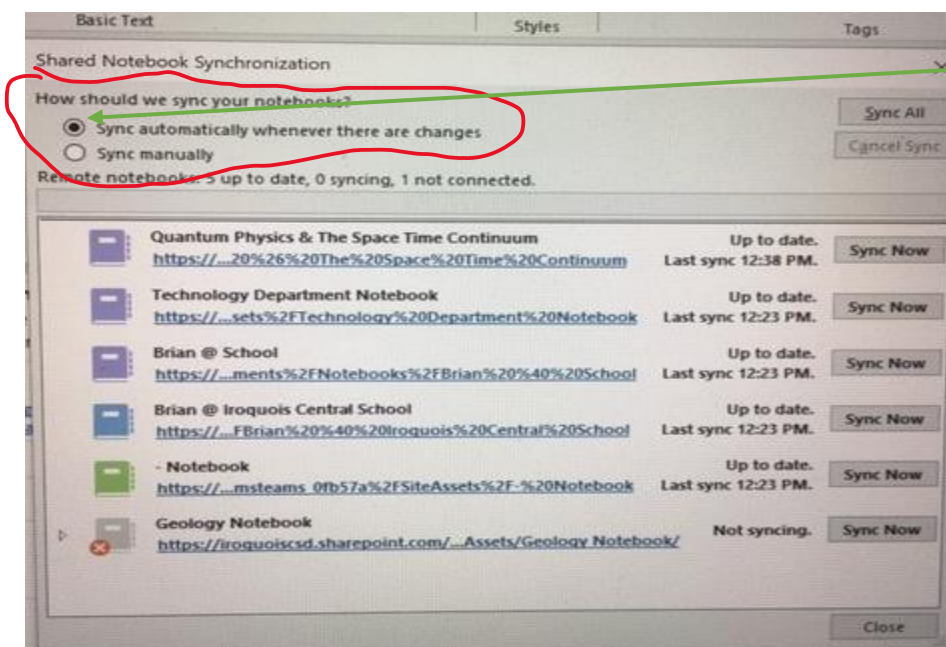
The notebook you select will immediately begin to sync.



-- Right-click the notebook name in the Notebooks list and click Notebook Sync Status.



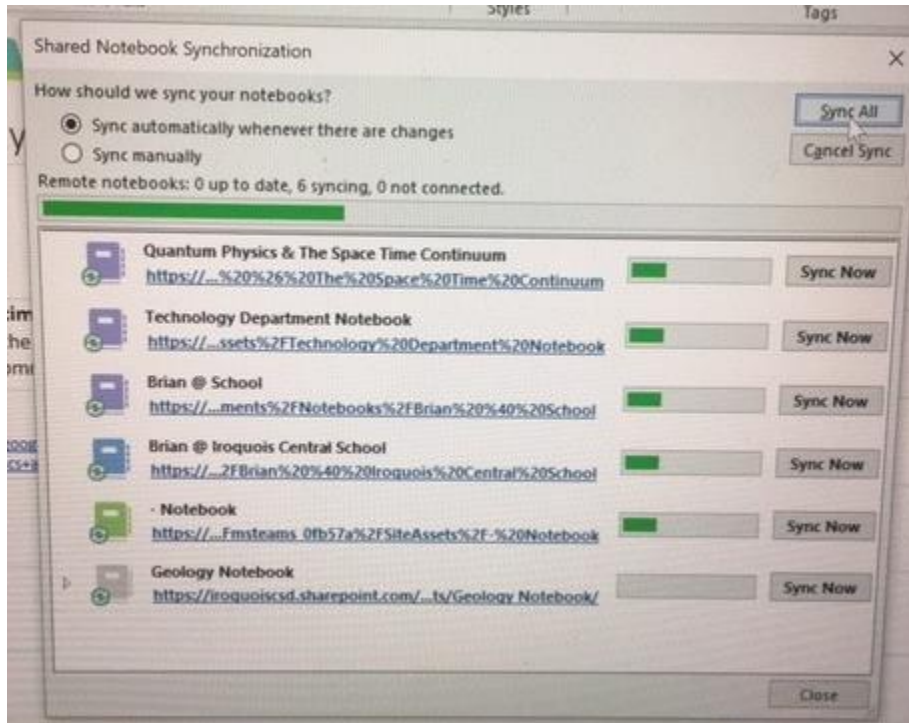
Make sure the "Sync automatically whenever there are changes" button is selected.



This is the default selection to auto sync your notebooks. Auto Sync occurs whenever changes are made to notebooks. If no changes have been made, notebooks are automatically re-synced approximately every 10 minutes

You may click the "Sync Now" button to sync a particular notebook or....

Click the "Sync All" button as show below to start the synch procedure simultaneously for all notebooks listed

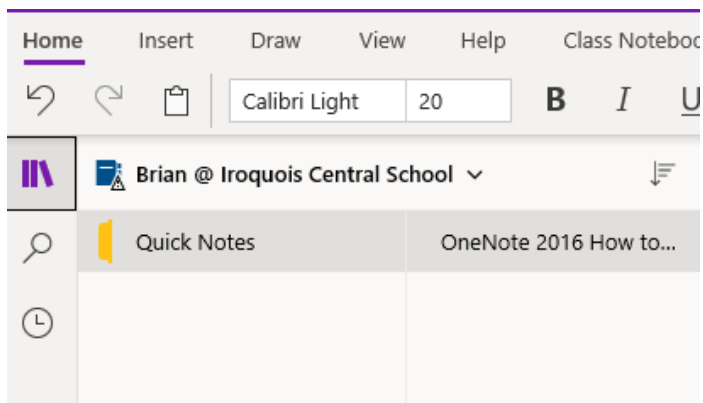


Remember,

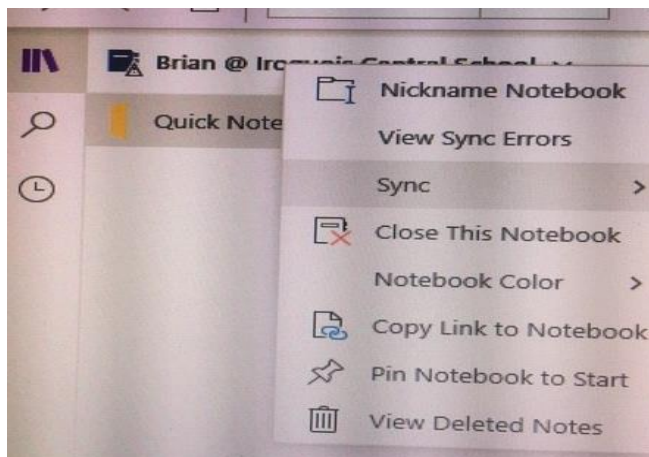
- Make sure "Auto Sync" button is checked (On) and "Manual Synch" is not (Off)
- Due to increased traffic it may take longer, leave laptop open and logged in
- Try office 365! (continue to the next page)

OneNote for Windows 10 (Office 365 online version)

Log in to Office 365 and open OneNote.



- Right-click the notebook name in the Notebooks list, click Sync.



Click "Sync This Notebook" to immediately start syncing just that notebook or Click "Sync All Notebooks"

And they will all start to sync simultaneously.

