

Pull Down a Notebook from Office 365

(Open a Notebook in the 2016 App from Office 365)

1. Login to Office 365

The screenshot shows the Office 365 home page. At the top, it says "Good afternoon" and has an "Install Office" button. Below this are tiles for "Start new", "Outlook", "OneDrive", "Word", "Excel", "PowerPoint", "OneNote", "SharePoint", "Teams", "Class Notebook", and "Sway". There are also "Forms" and "All apps" tiles. Below the app tiles is a "Recommended" section with four cards showing recently opened documents. At the bottom is a "Recent" section with a list of notebooks:

Item	Time	Access
Brian @ Iroquois Central School Donaldson, Brian's OneDrive for Business » ... » Documents	1h ago	Only you
Quantum Physics & The Space Time Continuum Donaldson, Brian's OneDrive for Business » ... » Notebooks	2h ago	Only you
My Notebook OneNote Notebooks	2h ago	

2. Move your pointer to a Notebook, click on the 3 dots and click on "Open in Desktop App".

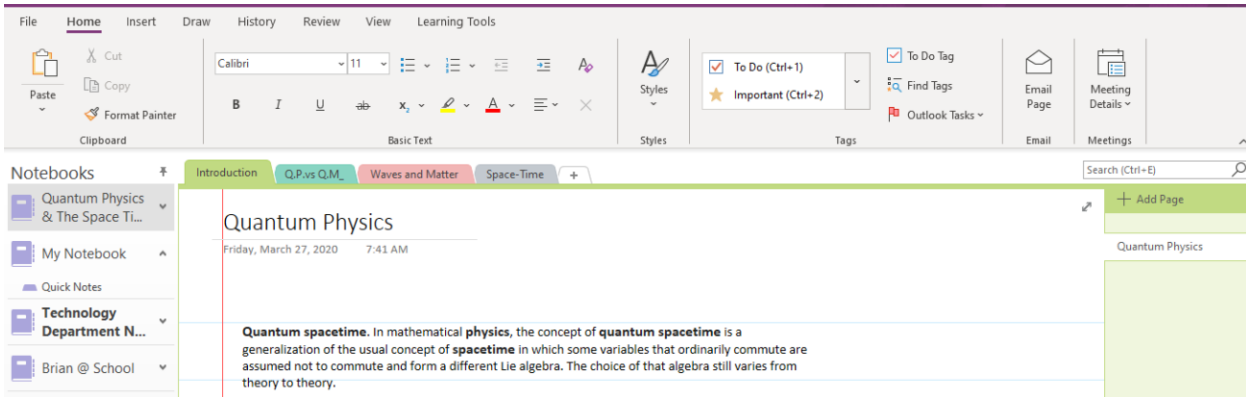
This screenshot shows the "Recent" section from the previous image. A context menu is open over the notebook "Quantum Physics & The Space Time Continuum". A blue arrow points to the "Open in Desktop App" option in the menu.

Item	Time	Access
Brian @ Iroquois Central School Donaldson, Brian's OneDrive for Business » ... » Documents	1h ago	Only you
Quantum Physics & The Space Time Continuum Donaldson, Brian's OneDrive for Business » ... » Notebooks	2h ago	Only you
My Notebook OneNote Notebooks	2h ago	
Brian @ School Donaldson, Brian's OneDrive for Business » ... » Documents	2h ago	Only you
Geology Notebook SharePoint - Iroquois Central School	7h ago	Shared
Technology Question - Parent R OneNote Notebooks	8h ago	Only you

Context menu options for "Quantum Physics & The Space Time Continuum":

- Open in Browser
- Open in Desktop App
- Share
- Copy link
- Add to pinned
- Remove from list

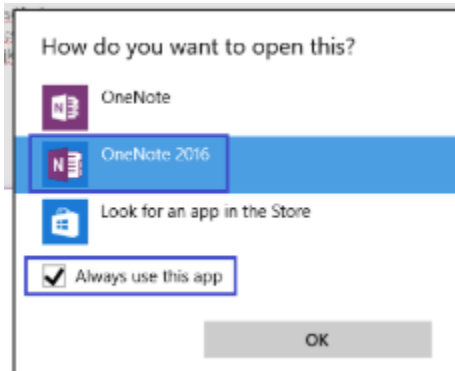
3. If your notebook opens and you see the view below, (OneNote 2016 app view) you're all set. **If not**, proceed to step **2a**, below.



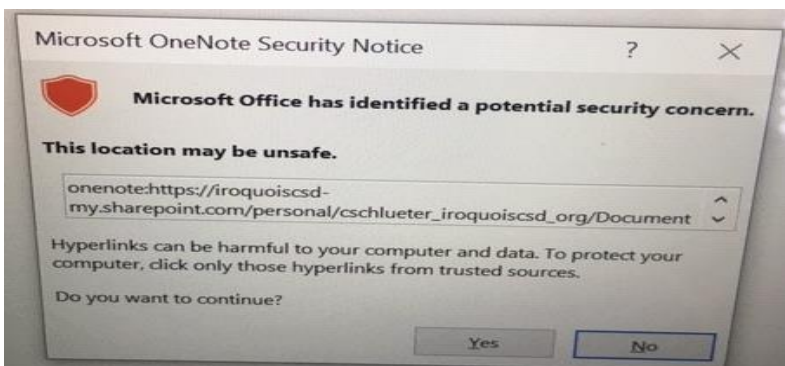
2a. If the following message appears that asks if you would like to switch apps, click **yes**.



If you see the message below afterwards, select OneNote 2016, check the "Always use this app" box if applicable and click ok and go to step 2b, if you do not see this message go to step 2b



2b. Click "yes" in the gray & white box that appears asking if you trust the source



Your notebook will open in the OneNote 2016 app view like below and are all set.

