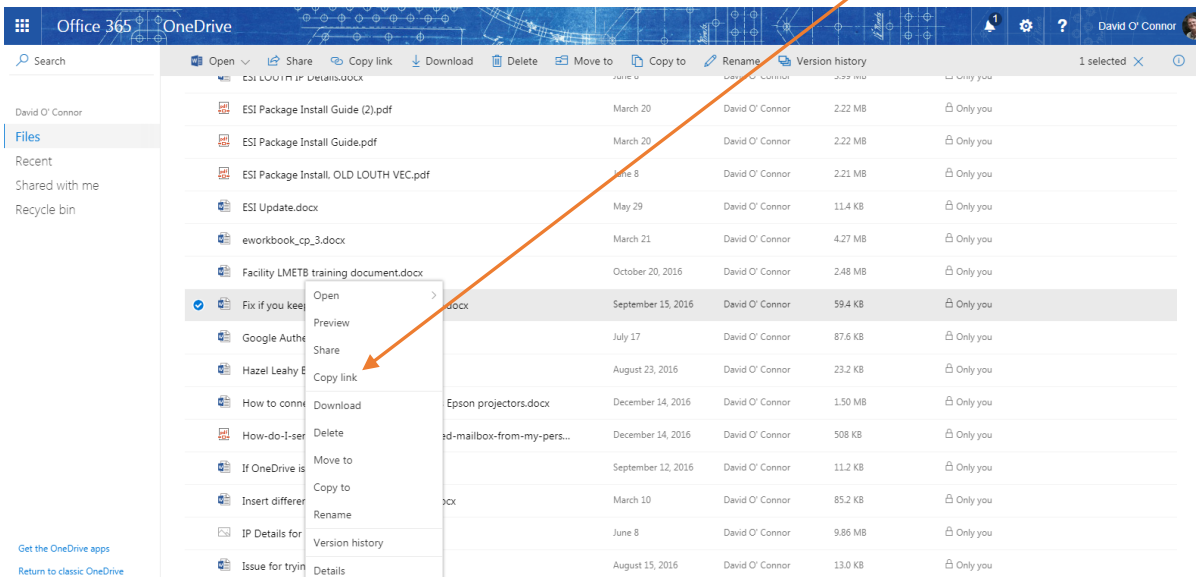
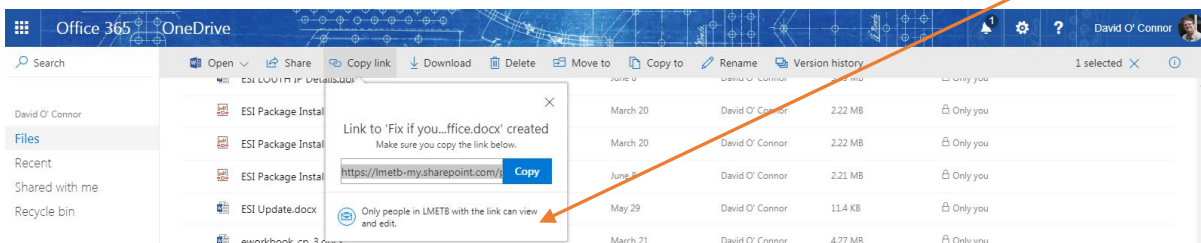


How to link a File from OneDrive to OneNote in Office 365

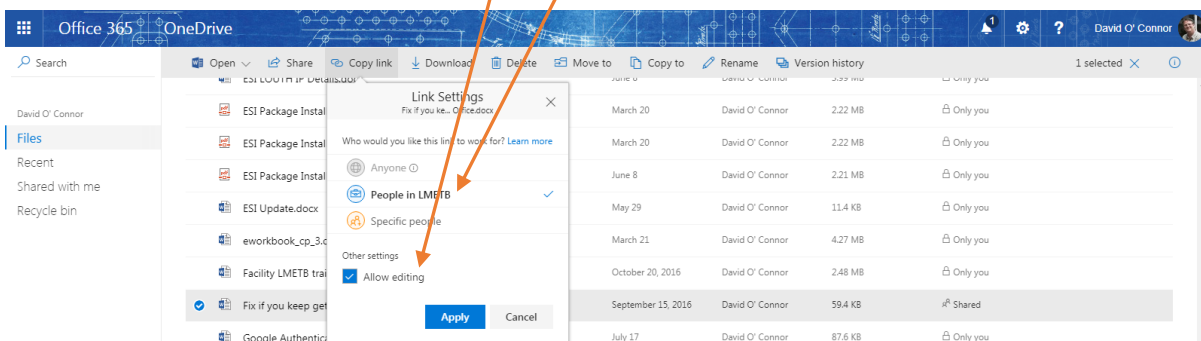
- The first thing to do is Copy a link to the file in OneDrive.
- Right Click on the file you want in OneNote and Select Copy Link



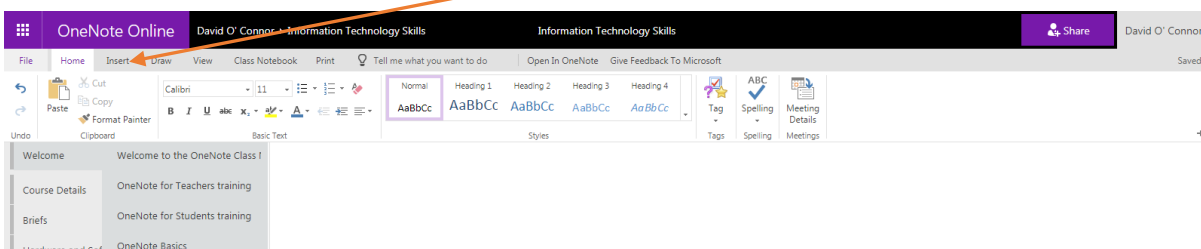
- You can select here what you permissions you would like associated with the file



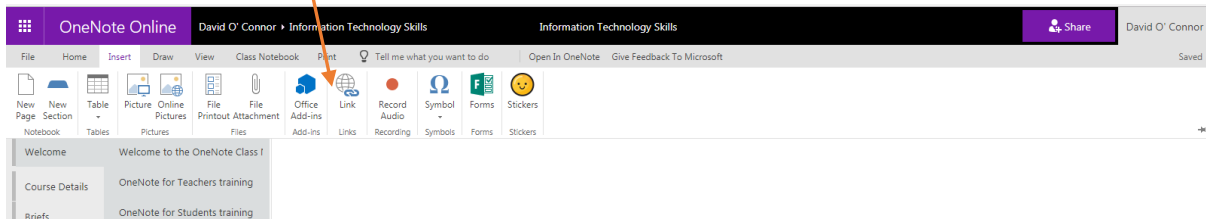
- You can choose who is able to see the file,
- And also what they can do with it.
- When ready, Select Apply



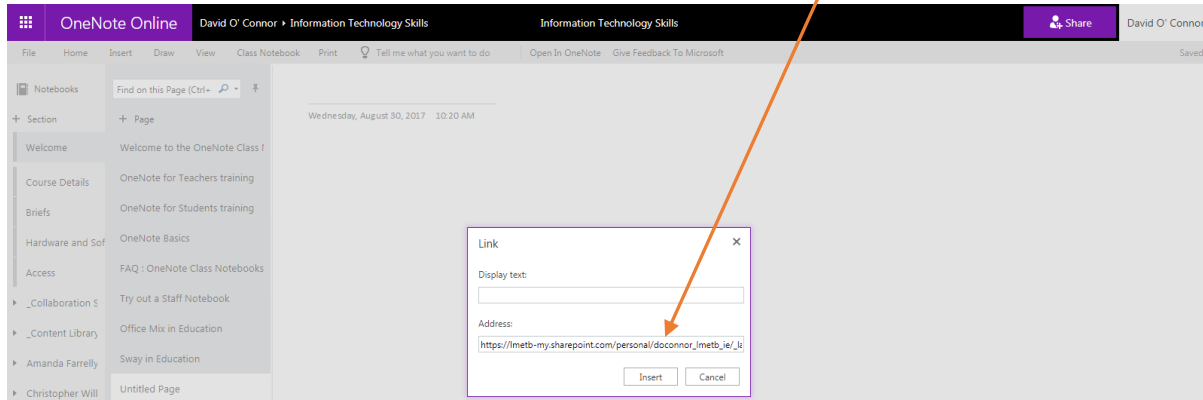
- Navigate to OneNote and Select Insert



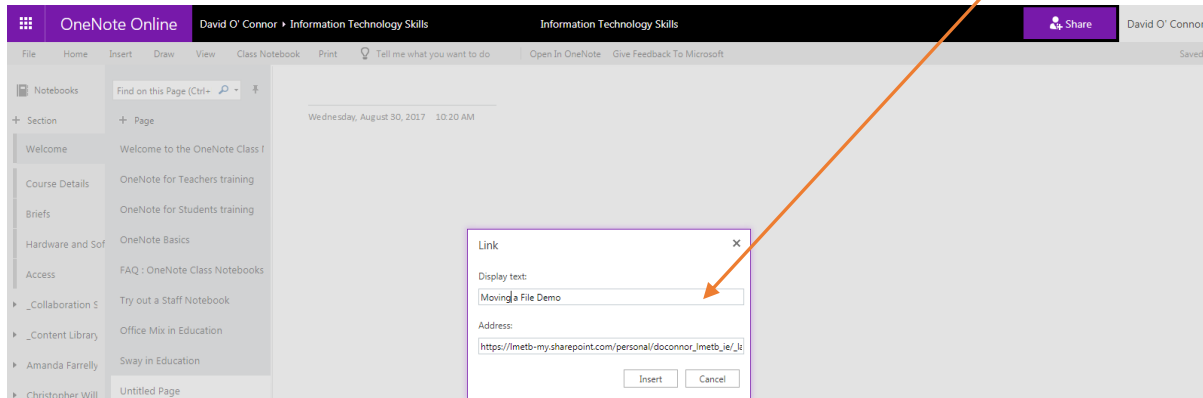
- Then Select Link



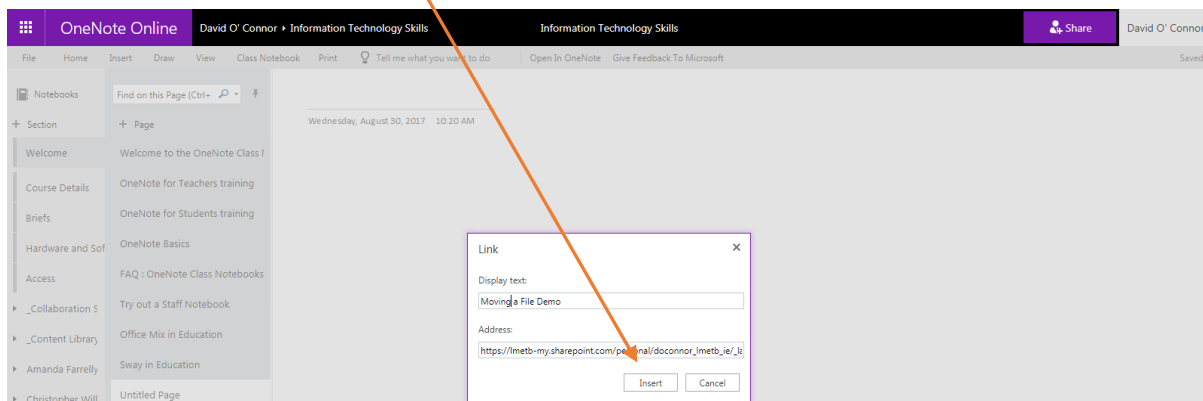
- In the Address Field, Paste the link by pressing the Ctrl and V



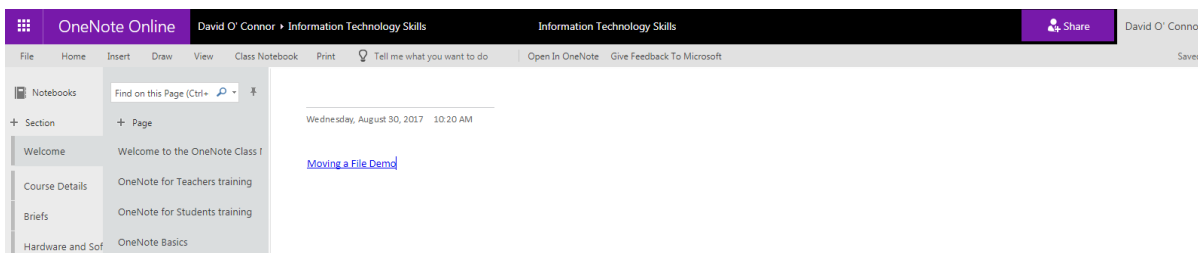
- In the Display Name Field, Type what you would like file name to appear as



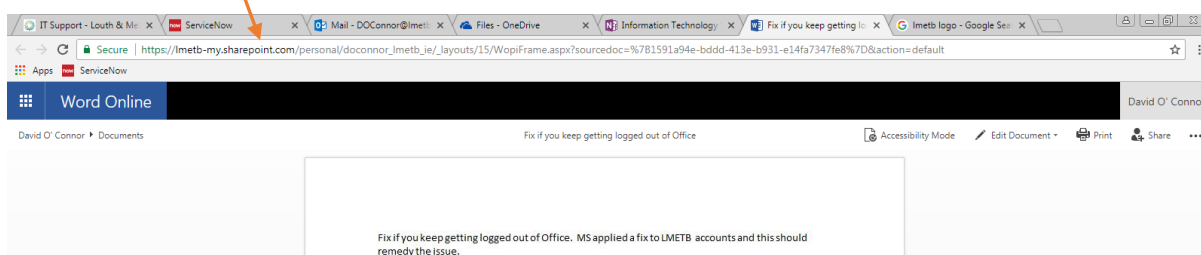
- When ready Press Insert



- The file will then appear as a Hyperlink in the OneNote and can be opened from the OneNote and Edited in both locations as it is the same document.



- As you can see when I open the link, it navigates back directly to the document in my OneDrive.



I hope this helps.

Let me know if you need anything else

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