

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

| III Office 365 | OneDrive | | | • • · · · · · · · · · · · · · · · · · · | ? David O' Connor 📢 |
|----------------------------|--|--|-------------------------|---|---------------------|
| ✓ Search | Open Esi Loo I Fi P Details.docx Si Loo I Fi P Details.docx | ad 📋 Delete 🖻 Move to 🗈 Copy to | Rename Strain history | ш ону уоц | 1 selected 🗙 🕕 |
| David O' Connor | ESI Package Install Guide (2).pdf | March 20 | David O' Connor 2.22 MB | 🗄 Only you | |
| Files | ESI Package Install Guide.pdf | March 20 | David O' Connor 2.22 MB | 🛱 Only you | |
| Recent Shared with me | ESI Package Install, OLD LOUTH VEC.pdf | Jane 8 | David O' Connor 2.21 MB | 🖰 Only you | |
| Recycle bin | ESI Update.docx | May 29 | David O' Connor 11.4 KB | 🖰 Only you | |
| | eworkbook_cp_3.docx | March 21 | David O' Connor 4.27 MB | 읍 Only you | |
| | Facility LMETB training document.docx | October 20, 2016 | David O' Connor 2.48 MB | 🖰 Only you | |
| | Fix if you keep | x September 15, 2016 | David O' Connor 59.4 KB | 🔒 Only you | |
| | Google Authe Share | July 17 | David O' Connor 87.6 KB | 🖹 Only you | |
| | 📾 Hazel Leahy E Copy link | August 23, 2016 | David O' Connor 23.2 KB | 🔒 Only you | |
| | How to conne Download Eps | on projectors.docx December 14, 2016 | David O' Connor 1.50 MB | 🗄 Only you | |
| | How-do-I-ser Delete | nailbox-from-my-pers December 14, 2016 | David O' Connor 508 KB | 🛆 Only you | |
| | If OneDrive is Move to | September 12, 2016 | David O' Connor 11-2 KB | 🔒 Only you | |
| | Insert differer Scx | March 10 | David O' Connor 85.2 KB | 🗄 Only you | |
| Get the OneDrive apps | IP Details for Version history | June 8 | David O' Connor 9.86 MB | 🗄 Only you | |
| Return to classic OneDrive | Issue for tryin Details | August 15, 2016 | David O' Connor 13.0 KB | 🔒 Only you | |

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

| III Office 365 | OneDrive | | | | 1 Truck | | ? David O' Conr | nor 🚯 |
|--------------------------|--|--|-------------------|--------------------|-------------|------------|--------------------|-------|
| ✓ Search | 🔮 Open 🗸 🔄 Share 🖷 င်ဒ်၊ LOOTH IP Det | 🐵 Copy link 🚽 Download 📋 Delete 😂 M बाइद्रवाह | love to 🛅 Copy to | 🖉 Rename 🛛 💁 Versi | ion history | ш опу уос | 1 selected $	imes$ | 0 |
| David O' Connor | ESI Package Insta | X | March 20 | David O' Connor | 2.22 MB | 🛆 Only you | | |
| Files | ESI Package Insta | I Make sure you copy the link below. | March 20 | David O' Connor | 2.22 MB | 合 Only you | | |
| Recent Shared with me | ESI Package Insta | https://lmetb-my.sharepoint.com/; Copy | June 9 | David O' Connor | 2.21 MB | 🛆 Only you | | |
| Recycle bin | ESI Update.docx | Only people in LMETB with the link can view | May 29 | David O' Connor | 11.4 KB | 🔒 Only you | | |
| | eworkbook_cp_3. | Gocx | March 21 | David O' Connor | 4.27 MB | 台 Only you | | |

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

| III Office 365 | DneDrive | | | | 1 Teach | | ? David O' Connor 🌒 |
|--------------------------|------------------------|--|--------------------|-----------------|-------------|-----------------------|---------------------|
| ₽ Search | 🕼 Open 🗸 🖻 Share | 😨 Copy link 🛓 Download 📋 Delete 🖅 | Move to Dopy to | Rename 🕒 Versi | ion history | Li Oniy you | 1 selected 🗙 🕕 |
| David O' Connor | ESI Package Insta | Link Settings × Fix if you ke Office.docx | March 20 | David O' Connor | 2.22 MB | 🛱 Only you | |
| Files | ESI Package Insta | Who would you like this line to work for? Learn more | March 20 | David O' Connor | 2.22 MB | 🔒 Only you | |
| Recent Shared with me | ESI Package Insta | Anyone 🖸 | June 8 | David O' Connor | 2.21 MB | 🗄 Only you | |
| Recycle bin | ESI Update.docx | People in LMETB | May 29 | David O' Connor | 11.4 KB | 🗄 Only you | |
| | eworkbook_cp_3 | Char settings | March 21 | David O' Connor | 4.27 MB | 🗄 Only you | |
| | Facility LMETB tra | Allow editing | October 20, 2016 | David O' Connor | 2.48 MB | 🗄 Only you | |
| | 🥥 🛍 Fix if you keep ge | Apply Cancel | September 15, 2016 | David O' Connor | 59.4 KB | я ^р Shared | |
| | Google Authentio | | July 17 | David O' Connor | 87.6 KB | 🔒 Only you | |

Navigate to OneNote and Select Insert

| | OneNo | ote Online | David O' Connor | r Minormation Technolo | ogy Skills | | Inform | mation Tech | nology Skills | | | | | | 🤱 Share | David O' Connor |
|---------------|------------------|---------------------|-----------------------------------|----------------------------|------------------|---------------------|---------------------|---------------------|-----------------------|-----------|--------|-----------|----------------|--|---------|-----------------|
| Fi | le Home | Insert Draw | View Class Not | ebook Print 🛛 Tel | l me what you w | vant to do | Open In | OneNote Gi | ve Feedback Te | o Microso | ft | | | | | Saved |
| 5 2 | Paste S For | rmat Painter Calibr | ri → 11 I <u>U</u> әbе х, - аў | - ⊟ - ∐ - ∦ - ▲- @ # ≡- | Normal AaBbCc | Heading 1 AaBbCc | Heading 2 AaBbCc | Heading 3 AaBbCc | Heading 4 Aa Bb Cc | , 7 | ig Spe | Iling Mee | eting tails | | | |
| Und | o Clipbo | pard | Basic | Text | | | Styles | | | Ta | gs Spe | ling Mee | tings | | | + |
| N | Velcome | Welcome to the | OneNote Class I | | | | | | | | | | | | | |
| 0 | Course Details | OneNote for Te | achers training | | | | | | | | | | | | | |
| 6 | Briefs | OneNote for Stu | udents training | | | | | | | | | | | | | |
| Ι. | Jardware and Sof | OneNote Basics | | | | | | | | | | | | | | |
| | raraware and bon | | | | | | | | | | | | | | | |

IT Helpdesk



• Then Select Link

| | Or | neNot | e Online | David O |)' Connor 🕨 | Inform | ation Tecl | hnology Ski | lls | | 1 | ormation Technology Skills | |
|------------|---------------------------------------|------------|----------------------------|--------------------|--------------------|-------------------|------------|-----------------|-------------|---------|----------|---------------------------------------|--|
| Fil | e Hon | ne Ins | sert Draw | View | Class Noteb | look P | nt 🤉 | ? Tell me wh | iat you wan | t to do | Op | In OneNote Give Feedback To Microsoft | |
| | | | | | 0 | 5 | R | • | Ω | F | \odot | | |
| Nev Pag | v New e Section | Table T | Picture Online Pictures | File Printout / | File Attachment | Office Add-ins | Link | Record Audio | Symbol T | Forms | Stickers | | |
| N | otebook | Tables | Pictures | F | lles | Add-ins | Links | Recording | Symbols | Forms | Stickers | | |
| v | elcome Welcome to the OneNote Class I | | | | | | | | | | | | |
| с | ourse Deta | ils | OneNote for Tea | ichers traii | ning | | | | | | | | |
| R | riefs | | OneNote for Stu | dents trai | ning | | | | | | | | |

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

| | OneNc | ote Online David O' Conno | r ➤ Information Technology Skills | Information Technology Skills | | Share David O' Connor |
|------|-----------------|--------------------------------|--|--|---|-----------------------|
| File | e Home | Insert Draw View Class No | tebook Print Q Tell me what you want t | to do Open In OneNote Give Feedback To Microsoft | | Saved |
| | Notebooks | Find on this Page (Ctrl+ 🔎 + 👎 | | | | |
| + s | ection | + Page | Wednesday, August 30, 2017 10:20 AN | л | | |
| W | (elcome | Welcome to the OneNote Class I | | | / | |
| 0 | ourse Details | OneNote for Teachers training | | / | | |
| В | riefs | OneNote for Students training | | | | |
| н | ardware and Sof | OneNote Basics | | Link × | | |
| A | ccess | FAQ : OneNote Class Notebooks | | Display text: | | |
| ► _(| Collaboration S | Try out a Staff Notebook | | | | |
| ► _(| Content Library | Office Mix in Education | | Address: | | |
| ► A | manda Farrelly | Sway in Education | | nttps://imeto-my.snarepoint.com/personal/doconnor_imeto_ie/_it | | |
| ⊧ c | hristopher Will | Untitled Page | | Insert Cancel | | |

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

| _ | | | | | |
|-----|------------------|--------------------------------|---|---|-----------------------|
| | OneNc | ote Online David O' Conno | r Information Technology Skills | Information Technology Skills | Share David O' Connor |
| Fi | le Home | Insert Draw View Class No | tebook Print 🛛 🛛 Tell me what you want to | do Open In OneNote Give Feedback To Microsoft | Saved |
| | Notebooks | Find on this Page (Ctrl+ 🔎 - 👎 | | | |
| + : | Section | + Page | Wednesday, August 30, 2017 10:20 AM | | |
| 1 | Velcome | Welcome to the OneNote Class I | | | |
| | Course Details | OneNote for Teachers training | | | |
| E | Briefs | OneNote for Students training | | | |
| ŀ | Hardware and Sof | OneNote Basics | | Link × | |
| 4 | Access | FAQ : OneNote Class Notebooks | | Display text: | |
| + _ | Collaboration S | Try out a Staff Notebook | | Moving a File Demo | |
| ۱. | Content Library | Office Mix in Education | | Address: | |
| F) | Amanda Farrelly | Sway in Education | | mupsy/meto-mysnarepoint.com/personal/doconnol_imeto_le/_a | |
| ► 0 | Christopher Will | Untitled Page | | Insert Cancel | |

When ready Press Insert

| | OneN | ote Online | David O' Connor | Information Technology: | Skills | Information T | echnology Skills | | 🔓 Share | David O' Connor |
|-------|----------------|---------------------|-----------------|---|---------------------|----------------------|-------------------------------|--|---------|-----------------|
| File | Home | Insert Draw | View Class Note | book Print 🛛 🛛 Tell me | what you wart to do | Open In OneNote | Give Feedback To Microsoft | | | Saved |
| N N | otebooks | Find on this Page (| Ctrl+ 🔎 - 👎 | | | | | | | |
| + Sec | tion | + Page | | Wednesday, August 30, | 2017 10:20 AM | | | | | |
| Wel | lcome | Welcome to the | OneNote Class I | | | | | | | |
| Cou | irse Details | OneNote for Tea | achers training | | | \backslash | | | | |
| Brie | fs | OneNote for Stu | idents training | | | | | | | |
| Har | dware and So | f OneNote Basics | | | Link | | × | | | |
| Acc | ess | FAQ : OneNote | Class Notebooks | | Display tex | t | | | | |
| | Ilaboration S | Try out a Staff N | lotebook | | Moving a | File Demo | | | | |
| ▶ _Co | intent Library | Office Mix in Ed | ucation | | Address: | | $\mathbf{\lambda}$ | | | |
| ► Am | anda Farrelly | Sway in Educatio | on | | https://lm | etb-my.sharepoint.co | im/penal/doconnor_Imetb_ie/_l | | | |
| ▶ Chr | istopher Will | Untitled Page | | | | | Insert Cancel | | | |



• 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.

| / 🔉 n | Support - Louth & Meir 🗙 🗸 | ServiceNow | × | Mail - DOConnor@Imet는 🗙 | 🧥 Files - OneDrive | × | Information Technolog | gy × | 😨 Fix if you keep gett | ing lo 🗙 🗸 | G Imetb logo - | Google Sea × | | 8.00 | 83 |
|--------------------------|----------------------------|------------------|--------------|--------------------------------------|---------------------------------|-----------|---------------------------|----------|------------------------|------------|------------------|-------------------|---------|-------------|------|
| $\leftarrow \rightarrow$ | C Secure https: | //lmetb-my.share | epoint.com/p | ersonal/doconnor_Imetb_ie/_lay | routs/15/WopiFrame.as | spx?sourc | edoc=%7B1591a94e-bd | dd-413e | e-b931-e14fa7347fe8 | %7D&acti | on=default | | | ☆ |]: |
| 🔛 App | os 🚾 ServiceNow | | | | | | | | | | | | | _ | |
| | Word Online | | | | | | | | | | | | | David O' Co | nnor |
| David (| O' Connor + Documents | | | | Fix if you | keep gett | ting logged out of Office | | | 🗟 Ac | cessibility Mode | 🖌 Edit Document 🔹 | 🖶 Print | Share | |
| | | | | Fix if you keep g remedy the issu | etting logged out of Offi e. | ice. MS a | pplied a fix to LMETB acc | ounts an | nd this should | | | | | | * |

I hope this helps.

Let me know if you need anything else

doconnor@lmetb.ie

