



# Office 365



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## MOVING CONTENT FROM NOTEBOOK TO NEW CLASS NOTEBOOK

THIS IS A HANDOUT TO HELP YOU SET UP CLASS GROUPS ON ONENOTE.  
REFER TO IT WITH ANY QUESTIONS THAT YOU MAY HAVE.

## Contents

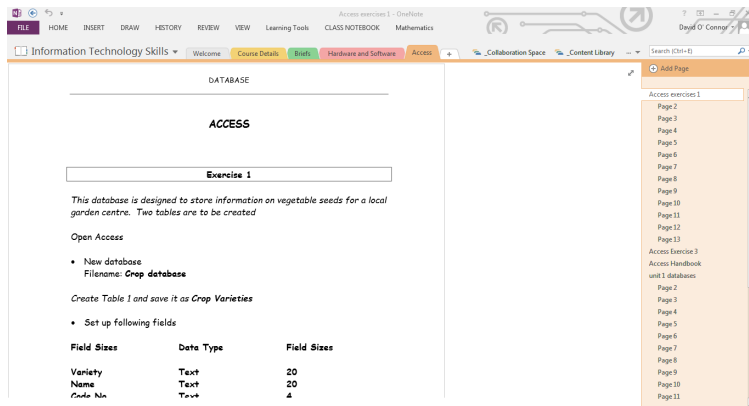
Getting Started with the OneNote Class Notebook .....	<b>Error! Bookmark not defined.</b>
What you'll need .....	<b>Error! Bookmark not defined.</b>
Launch the OneNote Class Notebook .....	<b>Error! Bookmark not defined.</b>
Create a class notebook .....	<b>Error! Bookmark not defined.</b>
Add your students to your class notebook .....	<b>Error! Bookmark not defined.</b>
Start each student notebook with sections .....	<b>Error! Bookmark not defined.</b>
Finalise Your Class Notebook .....	<b>Error! Bookmark not defined.</b>
Get links to any class notebooks you have .....	<b>Error! Bookmark not defined.</b>
Help your students find their class notebook .....	<b>Error! Bookmark not defined.</b>
Thanks a lot and good luck. ....	4



# Introduction

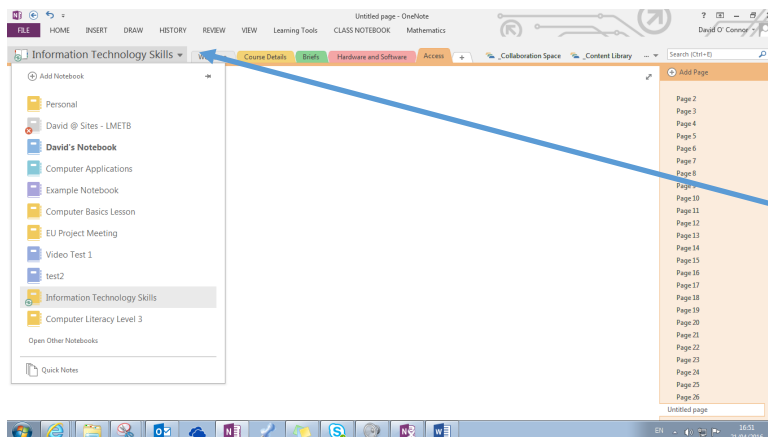
Moving content from an existing Notebook into and new Class Notebook is essential and it is straightforward.

## Step 1



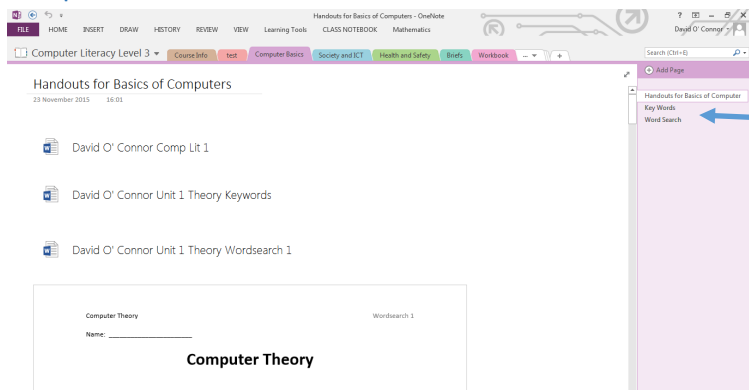
Open your Class Notebook

## Step 2



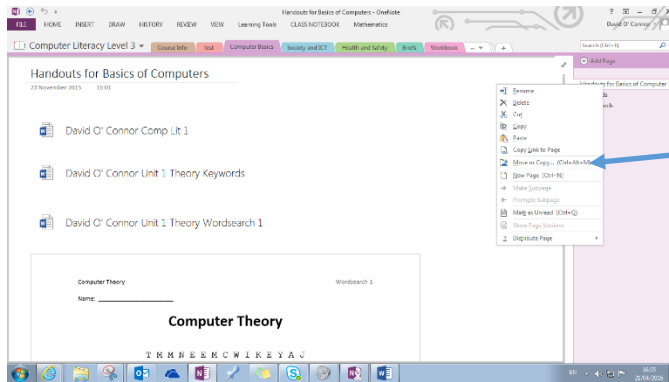
Navigate to the Notebook containing the lesson that you wish to Move

## Step 3



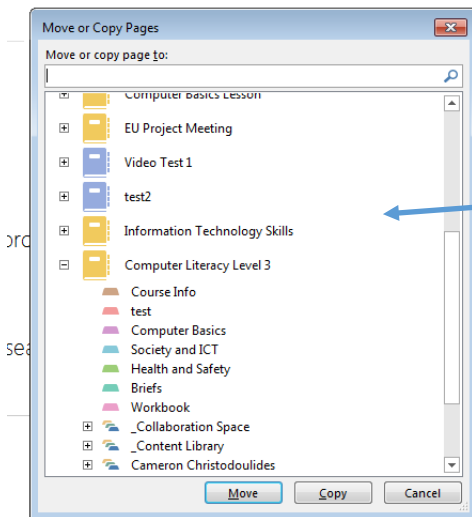
Right-Click on the Page containing the lesson

## Step 4



Select Move or Copy

## Step 5



Select Destination for lesson

