OneNote Quick Guide

When the new TUNI Office 365 service will be taken into use, the **OneDrive storage space in your former institution of higher education’s Office 365 service will become obsolete**. If you have used a notebook with the OneNote application and have stored it into your old OneDrive, the changes made to it will no longer be saved onto the server. Due to this, you will need to stop using the file and open the notebook via the new service’s OneDrive, to where it has been copied automatically.

If you are using an administrated Windows computer, a window will open on your screen in addition to the instructions below, identifying the notebooks opened from the old OneDrive and reminding you of the necessary changes.

OneNote will warn about the use of a notebook in the old OneDrive with a red X and a yellow warning bar.

You may also use several notebooks. You need to just stop using the notebooks that were saved in your old OneDrive. You can recognise them by the red X shown in the menu.
First, add the notebook in the TUNIO365 service. If everything is okay, you can close the old notebook. If you cannot see all your notes or tabs, DO NOT close the old notebook. Instead, follow the more detailed instructions for fixing OneNote (on site https://info2019.tuni.fi/tunio365-instructions-en).

Adding a notebook in the TUNIO365 service
Open OneDrive onto your browser from the new Office 365 environment (portal.office.com, sign in by using your TUNI account) and open the notebook you need. The notebook will first be opened in OneNote Online. You can open the OneNote application by clicking “Edit in OneNote” from the top of the page.

Deleting a notebook from OneNote in the old O365 service
Right-click the notebooks to be removed from use and close them by selecting “Close this notebook”.