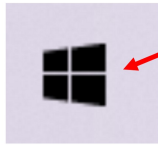
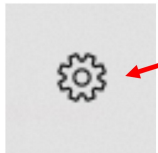


Updating Your OneNote Settings

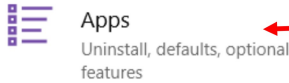
Updating Your OneNote Settings



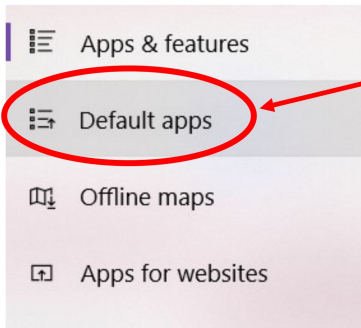
1. Click the Windows icon on the lower left hand side of the screen.



2. Click the gear icon to open up the Settings menu.



3. Choose the Apps option to adjust App settings.



4. Click the option for Default Apps from the menu. This is where you adjust which program each app uses to run.

Choose default apps by file type

Choose default apps by protocol

Set defaults by app

5. Scroll down the menu on the right until you see the choice to "Set defaults by app".



Office

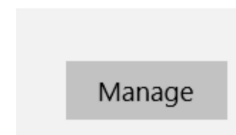


OneNote



OneNote 2016





6. Scroll down the list of apps and choose *OneNote*, NOT OneNote 2016



7. Click the Manage button that appears once you have chosen *OneNote*

OneNote

File type and protocol associations

.one Microsoft OneNote Section		OneNote
.onetoc2 Microsoft OneNote Table Of Contents		OneNote
ONENOTE URL:OneNote Protocol		OneNote
ONENOTE-CMD URL:onenote-cmd		OneNote

8. Change each setting to *OneNote*. Nothing should be *OneNote 2016*

