Updating Your OneNote Settings

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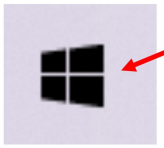
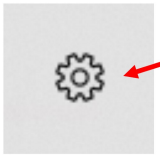
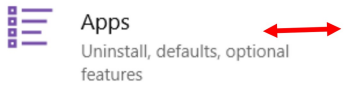


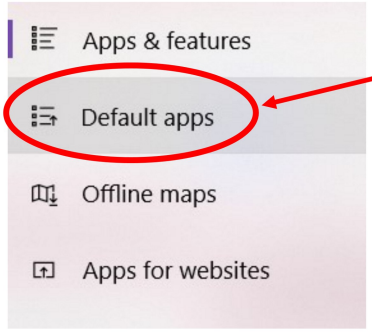
1. Click the Windows icon on the lower left hand side of the screen.



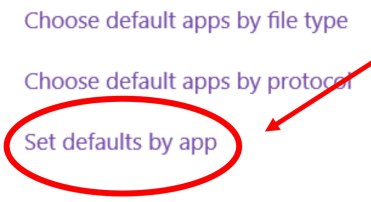
2. Click the gear icon to open up the Settings menu.



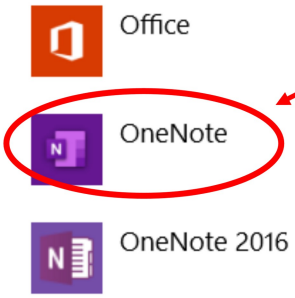
3. Choose the Apps option to adjust App settings.



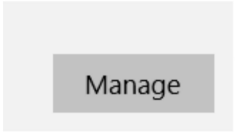
4. Click the option for Default Apps from the menu. This is where you adjust which program each app uses to run.



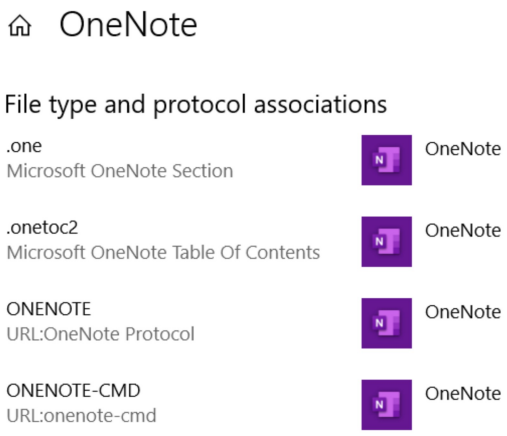
5. Scroll down the menu on the right until you see the choice to "Set defaults by app".



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*



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