

Syncing

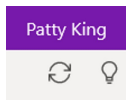
OneNote works on all devices (computers, tablets, phones, etc.)

- ❖ It will show all work across devices, as long as it is connected to the cloud via the internet.
- ❖ Normally, with a good internet connection, it will automatically sync every 20-30 seconds.
- ❖ OneNote is unique in that it will work offline without an internet connection.
- ❖ Once it re-connects to the cloud it will update or sync.

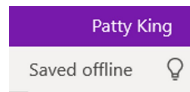
If you lose your internet connection, you may have to sync it yourself when your connection is back online.

Your sync status can be determined in two ways:

1. From your main toolbar, look for your name. Under your name there is a sync status indicator.

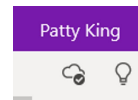


Notebook is actively syncing



★ If your status says "Working Offline"- it means that your network connection is not active.

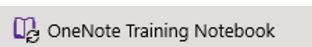
- ❖ Click to see what the error message says.
- ❖ It may be delayed and will catch up when the network has free space.
- ❖ You may need to re-log into your OneDrive account.
- ❖ You can force a sync following the directions below.



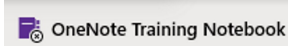
Notebook is sync'd

2. From the list of notebooks, look for the name of the notebook you are using.

✓ Check the icon next to the name to see if there is an error.



= The notebook is actively trying to sync

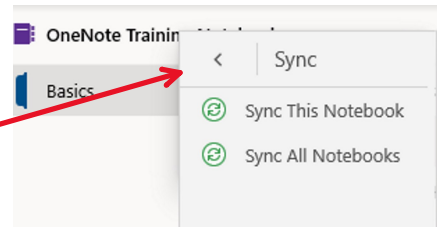


= The notebook encountered an error when syncing.

✓ Check your sync status as shown above

If it does not resolve itself, you can manually sync the notebook:

Right click on the name of the notebook, and choose the option to "Sync This Notebook".



If you see a yellow triangle error- it indicated that some pages had errors when syncing.



- Check your sync status
- Try re-syncing the notebook
- Close the notebook and re-open it to get a fresh connection.

❖ To close the notebook, right click on the notebook title, and choose "Close This Notebook."

❖ To re-open, pull down on the list of notebooks, scroll to the bottom of the list, and choose "More Notebooks."

❖ If it is a shared notebook, you can use the link for the notebook or go back through the program that was used to set it up (ex. Schoology.)

