# Saving a copy of your OneNote

If you would like to save a copy of your OneNote notebooks or Class notebooks so that you can access them from another account or perhaps to archive them for revision at a later date, there are a couple of options. Class Notebooks have a special option to copy the notebook to a personal Microsoft account.

Option 1 (Class notebooks)

The OneNote Class notebooks, as used in Case Based Learning and Effective Consulting in MB21, have an option to export your notebook but at moment (April 2018), it will only permit you to save your notebook to a personal Microsoft account*. It will include the Collaboration, Content and Personal sections. This might be useful if you are leaving University or just want to backup a years' worth on notes.

1. Logon to the Microsoft portal at portal.office.com with your University username and password e.g. ab1234@bristol.ac.uk and your University password
2. Click on the OneNote icon which will open the list of all your OneNote notebooks.
3. Click on the Class notebooks heading (NB this only works for Class notebooks) and then right click on the Class notebook that you want to copy. Choose 'Save a copy'
4. Choose the 'Save to a Microsoft Account' (at this time, the Work or Education option doesn't work). Sign into your personal Microsoft account or create a new one. Save the notebook
5. You can now sign into your personal account, open OneNote and then open the notebook.
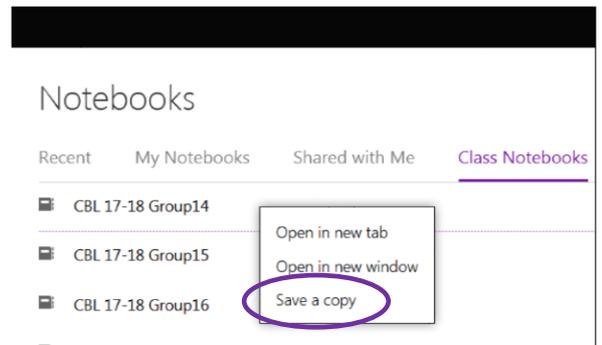
Option 2 (Microsoft Windows Only)

This option only works in the OneNote windows desktop client which can be downloaded from onenote.com/download. If you have the notebook open in a web browser, click on the button in the top bar to open the desktop application 'Open in OneNote'

1. From OneNote, open the notebook that you would like to export and wait for it to complete the sync with the OneDrive

2. Click on File and Export
3. You now have the options to export either (the currently selected) Page, Section or Notebook and then choose the desired format. If you want to export the whole notebook, choose Notebook and then the format type: OneNote Package
4. Click on Export and choose the location where you want to save it. NB store the notebook on your OneDrive if you would like to share it or access it from other devices
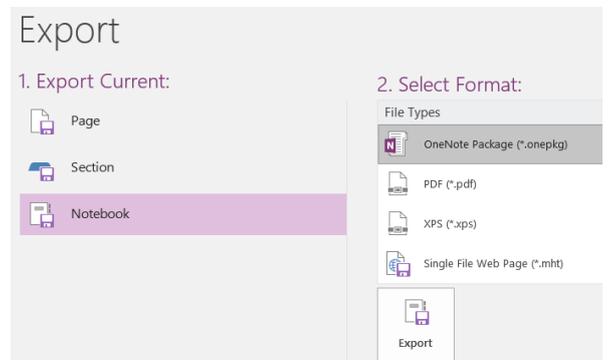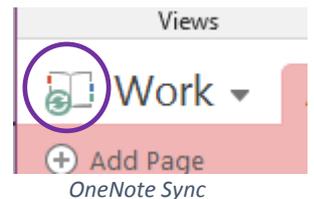
*You can create a free Microsoft account here… https://account.microsoft.com/account