OneNote Tidying up

Removing Unnecessary OneNotes from your OneNote Application

To stop seeing a OneNote amongst your list of OneNotes within the OneNote Application, click on the OneNote heading when it is open and select "Close this Notebook".
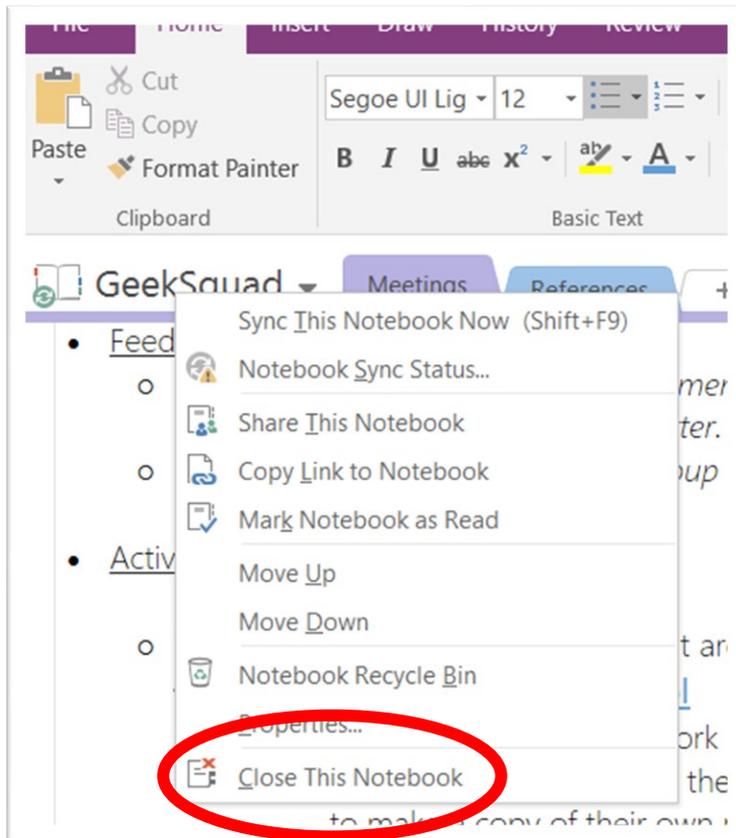
This does not delete the OneNote permanently, it just removes it from the Desktop App.

Reloading older OneNotes

To bring back a closed Notebook to OneNote, there are two spaces where it could be stored. If you created the OneNote yourself (in the age **before** Teams), then the OneNote can be found at http://portal.office.com and in the OneNote Application.
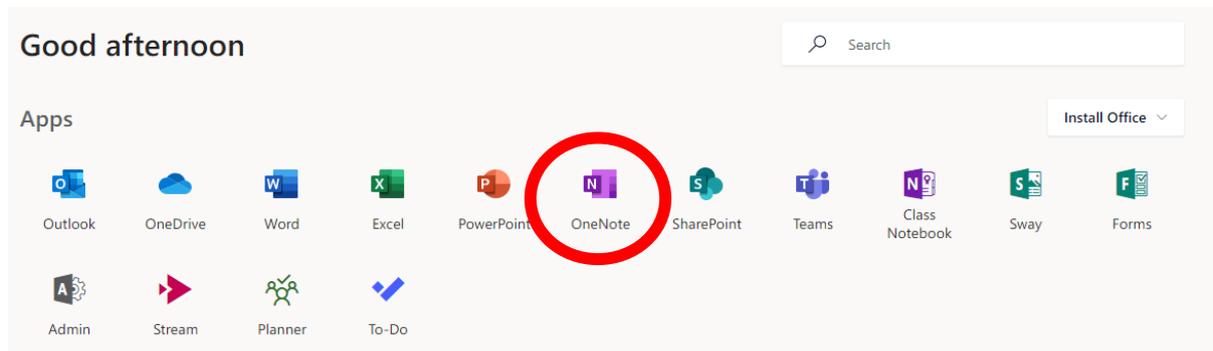
In OneNote you can then search for the old OneNote.
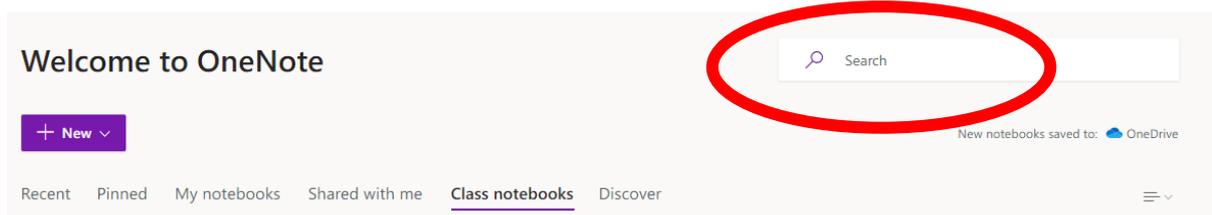
Select the OneNote Notebook you need, and then "Open in OneNote".

If you get a security prompt at this point, select "Yes" to continue.
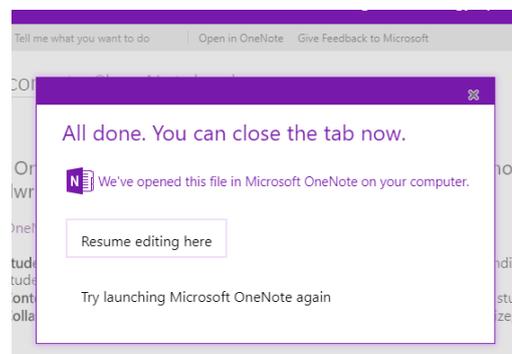
Clearing Out Your BackUp OneNote Notebooks
(Clearing large volumes of Disk Space)

If you are running on low on disk space for your computer, one of the most effective ways of creating greater disk space is to remove back up files of old OneNote Notebooks that you no longer need.

- Open File Explorer
- And double click "This PC", then Windows (C:)
- Select View, then show "Hidden Items"
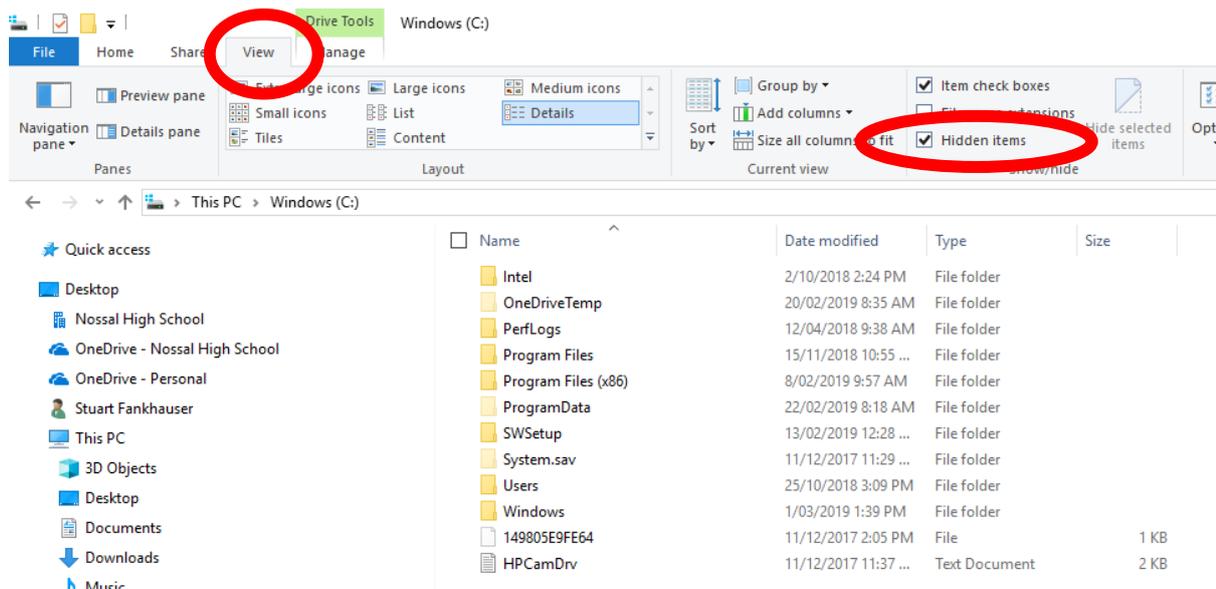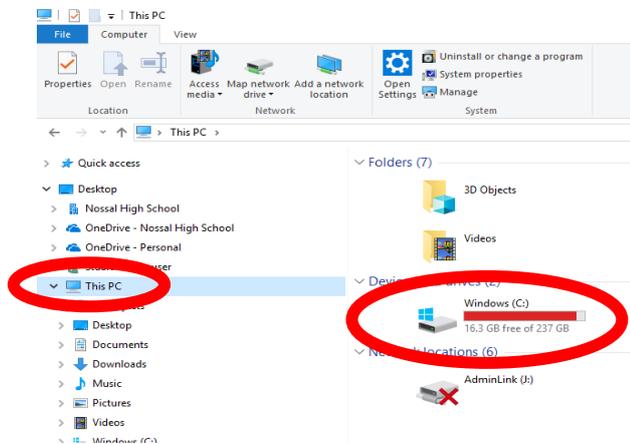
- Double click on Users, then double click your log on ID (either your TO number or your three letter code)
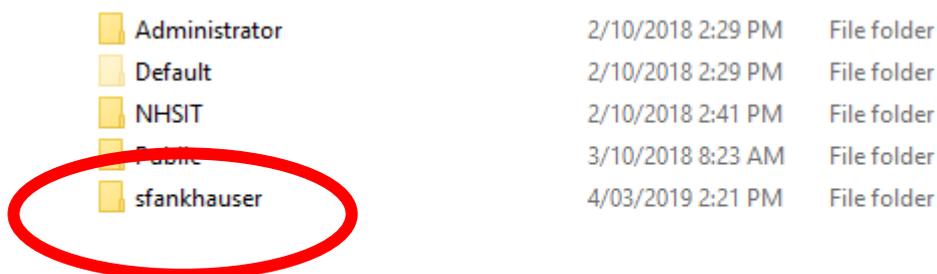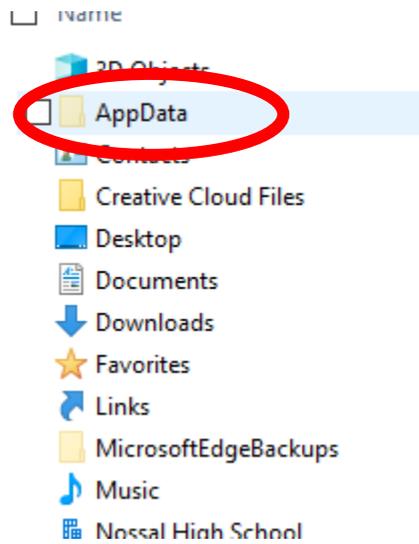
- Double click on App Data

- Double click on Local
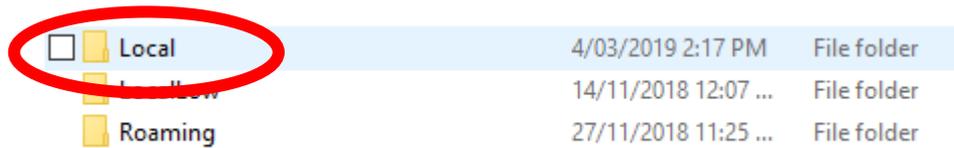
- Double click on Microsoft

- Double click on OneNote
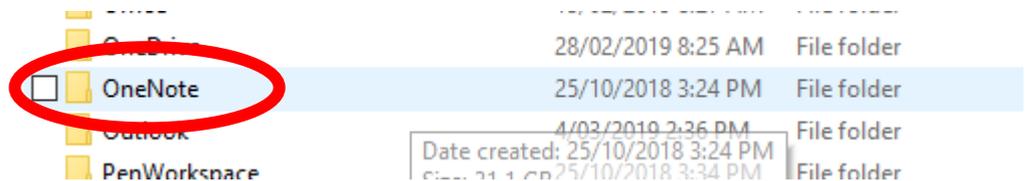
- Double click on 16.0
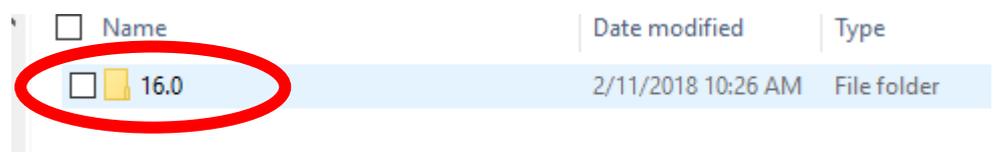
- Double click on Backup

- Select the OneNote Notebook folders that are no longer relevant to you and then use the delete key.

Note: This action does not delete the OneNote Notebook forever, this only deletes the OneNote from your computer disk storage.