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 <u>before</u> Teams), then the OneNote can be found at <u>http://portal.office.com</u> and in the OneNote Application.

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Outlook	OneDrive	Word	Excel	PowerPoint	OneNote	SharePoint	Teams	Class Notebook	Sway	Forms
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Admin	Stream	Planner	To-Do							

In OneNote you can then search for the old OneNote.

to continue.

Welcome to OneNote	♀ Search
+ New ~	New notebooks saved to: 🔿 OneDrive
Recent Pinned My notebooks Shared with me Class notebooks Discover	=~
	Tell me what you want to do Open in OneNote Give Feedback to Microsoft
Select the OneNote Notebook you need, and then "Open in OneNote".	All done. You can close the tab now.
If you get a security prompt at this point, select "Yes"	Wr

Resume editing here

Try launching Microsoft OneNote again

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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 •

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- And double click "This PC", • then Windows (C:)
- Select View, • then show "Hidden Items"



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File Computer

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Esktop	Intel	2/10/2018 2:24 PM 20/02/2019 8:35 AM	File folder File folder				
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CheDrive - Nossal High School OneDrive - Personal	Program Files	15/11/2018 10:55 8/02/2019 9:57 AM	File folder File folder				
8 Stuart Fankhauser	ProgramData	22/02/2019 8:18 AM	File folder				
📃 This PC	SWSetup	13/02/2019 12:28 11/12/2017 11:29	File folder File folder				
3D Objects Deskton	Users	25/10/2018 3:09 PM	File folder				
Documents	Windows	1/03/2019 1:39 PM 11/12/2017 2:05 PM	File folder File	1 KB			
🖊 Downloads	HPCamDrv	11/12/2017 11:37	Text Document	2 KB			
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Double click on Users, then double click your log on ID (either your TO number or your three • letter code)





• Double click on Local



• Double click on Microsoft



8/02/2019 9:57 AM	File folder
30/11/2018 2:47 PM	File folder
17/12/2018 11:49	File folder

• Double click on OneNote

	20/02/2010 0.25 AMA _ 51 - 6 Hz	-
	28/02/2019 8:25 AIVI File folde	r
OneNote	25/10/2018 3:24 PM File folde	r
PenWorkspace	4/03/2019 2:36 PM File folder Date created: 25/10/2018 3:34 PM File folder File folder	r

• Double click on 16.0



• Double click on Backup

🔲 📙 Backup	20/02/2019 9:05 AM	File folder	
COLINE	4/03/2019 2:19 PM	File folder	
ServerListings	4/03/2019 2:19 PM	File folder	

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

📊 19 Unit 3_4 Physics Gp 01 & 02 Noteb	3/03/2019 2:21 PM	File folder
🗹 📙 19 Yr 09 Digital Technology Gp 01 Not	5/02/2019 2:47 PM	File folder
🗹 📙 19 Yr 09 Digital Technology Gp 05 Not	5/02/2019 2:47 PM	File folder
🗹 📙 19 Yr 09 Digital Technology Gp 08 Not	20/02/2019 9:06 AM	File folder
📊 Class of 2021 (Year 9s) Notebook	15/02/2019 9:07 AM	File folder
Class of 2022 (New Year 9s) Notebook	18/02/2019 9:10 AM	File folder
Class of 2022 Notebook	1/03/2019 8:07 AM	File folder
Exam Packs	14/11/2018 10:16	File folder
📊 GeekSquad Notebook	1/03/2019 8:08 AM	File folder
🗹 📙 Leading Teacher Performance and De	6/11/2018 7:43 PM	File folder
📊 My Notebook	2/11/2018 9:18 AM	File folder
Note Taking and Information	25/11/2018 2:06 PM	File folder
📊 Open Sections	1/03/2019 8:07 AM	File folder
Quick Notes	2/11/2018 9:18 AM	File folder
📊 Staff 2018 Executive Performance and	12/12/2018 9:10 AM	File folder
📊 Staff 2018 Performance and Developm	29/01/2019 1:11 PM	File folder
📊 Staff 2019 Executive Performance and	7/02/2019 9:13 AM	File folder
📊 Staff 2019 Performance and Developm	7/02/2019 9:14 AM	File folder
📙 Staff Domain of Arts and Technology	17/12/2018 5:04 PM	File folder
📊 Staff TM Unit 1_2 Physics Notebook	6/11/2018 7:43 PM	File folder
📊 Staff TM Unit 3_4 Physics Notebook	12/12/2018 9:10 AM	File folder
📊 Staff TM Year 9 Digital Technology No	6/11/2018 7:43 PM	File folder
🗹 📙 Unit 1_2 Physics Gp 03 Notebook	24/01/2019 11:00	File folder
📊 Whole School Nossal Time Notebook	24/02/2019 10:28	File folder
📊 Year 9 Digital Technology	5/02/2019 2:49 PM	File folder

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