

Re-open your OneNote notebooks in NHSmail

A Step-By-Step User Guide



Introduction

This user guide provides you with the steps to guide you through finding and opening your existing OneNote notebook after they have been migrated to NHSmail.

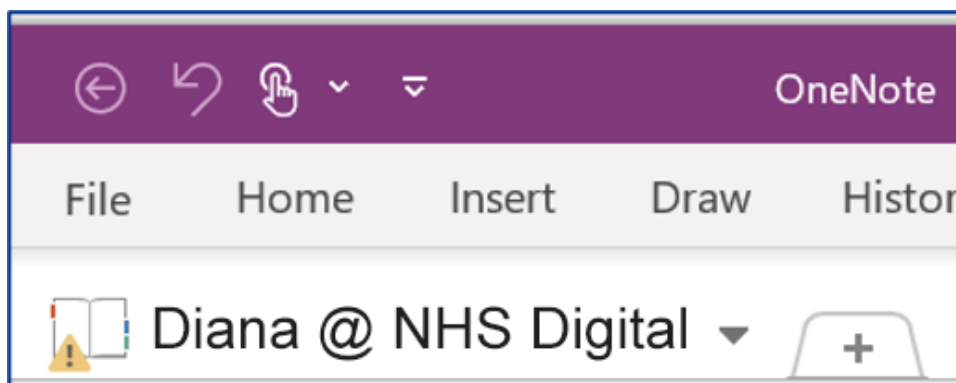
Why do I need to do this?

As your data has been migrated you need to open your OneNote notebook via your @nhs.net account. This is to ensure you can continue to open existing notebooks/pages and save new or amended notes.

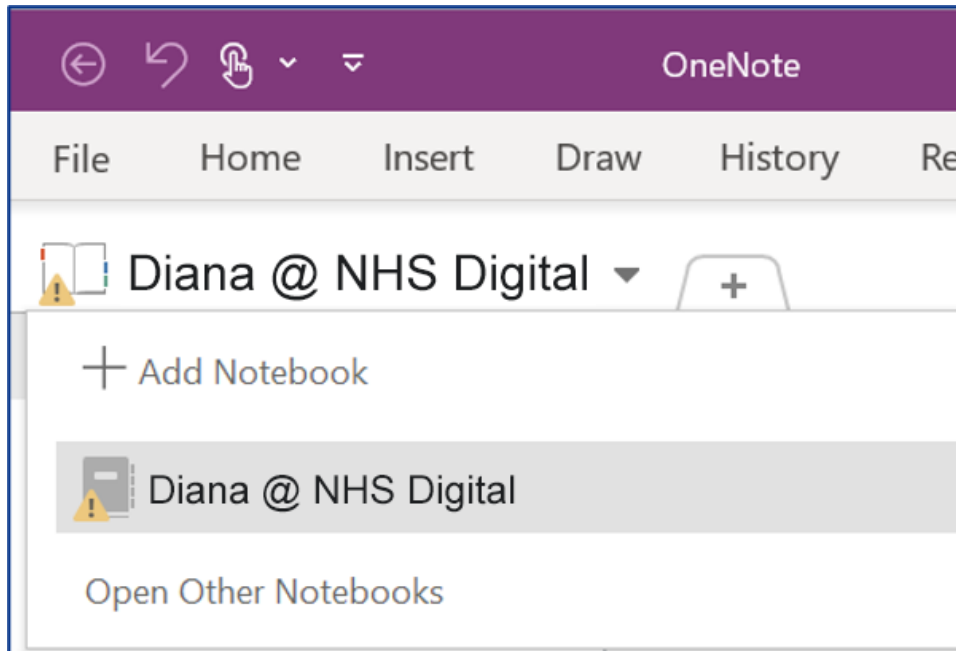
Step-by-step guide

1. Open your current 'OneNote' application (this is usually OneNote 2016).

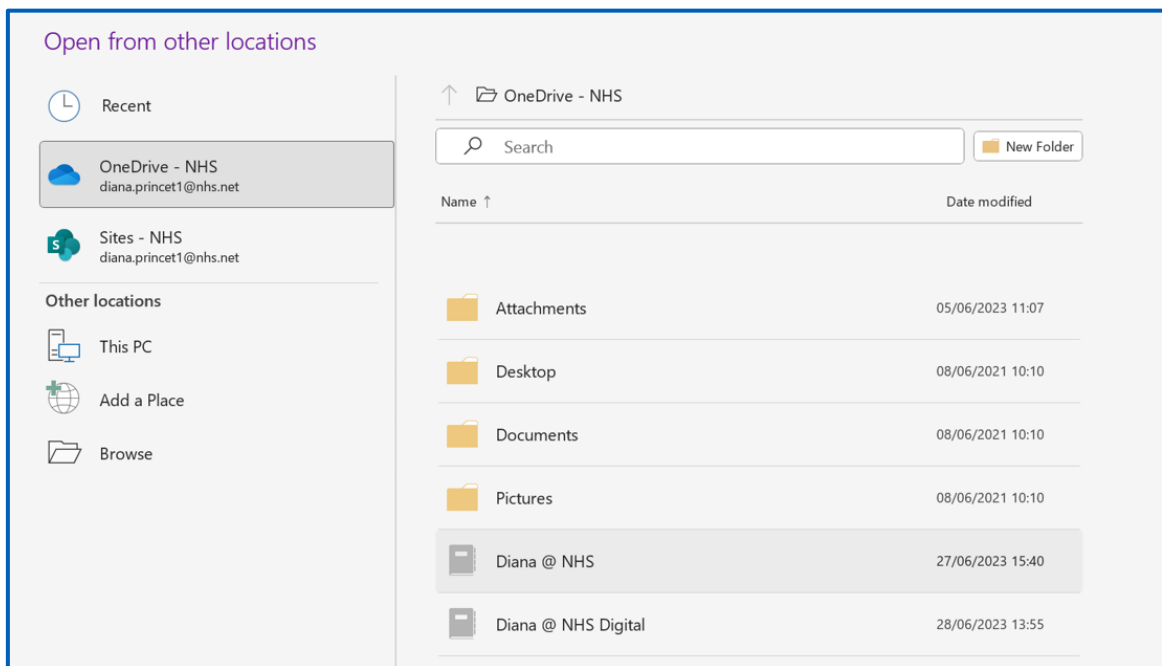
Please note: your previous OneNote notebooks (where they were previously located) will open. Until you have re-opened these notebooks in OneNote desktop app, each will have a yellow warning triangle next to it (indicating it is currently locked).



2. At your existing notebook name, click the down arrow to expand the options available. Click 'Open Other Notebooks'.



3. Click your 'OneDrive - NHS'.



Please note: if you cannot see your 'OneDrive – NHS', you will need to follow the published steps to login to your NHSmail account in the Office Desktop apps.

4. Find your existing OneNote notebook, for example:



Please note: you may also see a new OneNote notebook named 'first name @ NHS'. This is because OneNote automatically creates a new notebook for the new Office 365 account you are now logged in with.

5. Your OneNote should now be open, and you can continue to add to it, as it will no longer be locked (the yellow triangle will have disappeared).