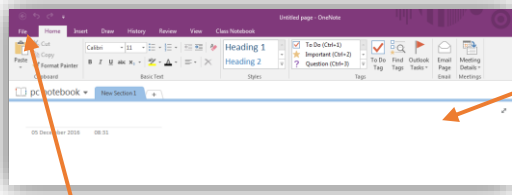
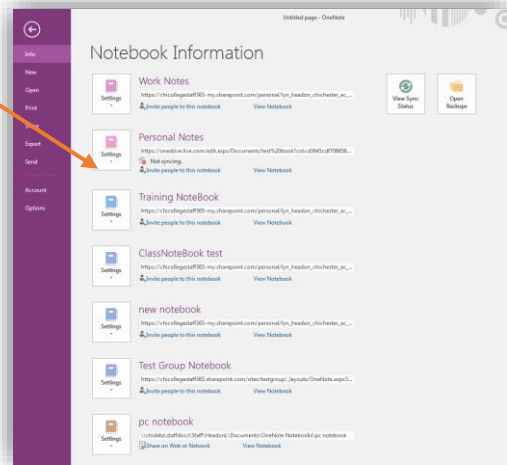


Move or Share a Notebook that is Saved on your Computer

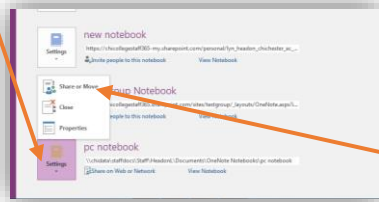


Open the Notebook on your computer

Click **File** which opens a list of your notebooks

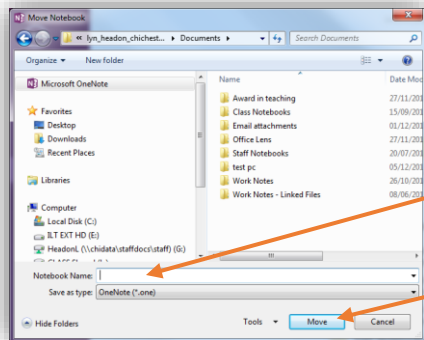
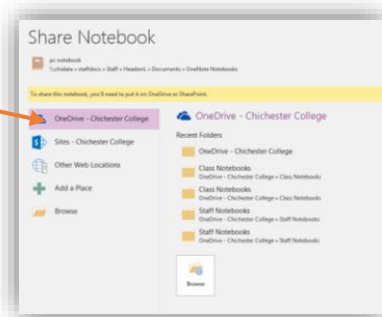


Click on the **Settings** box beside the notebook you want to move



Select **Share or Move**

Double click the **OneDrive – Chichester College** option



Name the Notebook and Click **Move**

Once the Notebook has finished syncing, you have the option to share it

