# Office 365— Transferring OneNote Notebooks From a PC to OneDrive for Business

You cannot drag and drop OneNote Notebooks from your PC to OneDrive for Business. These Notebooks are collections of folders, and not a single file. The instructions below provide the steps for transferring your Notebooks one section at a time. You need to have OneNote 2013 installed for these instructions.

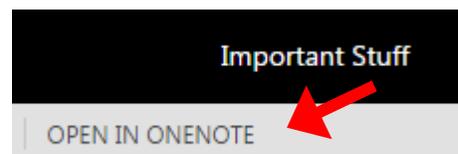1. In a browser, create a new OneNote Notebook in OneDrive for Business.
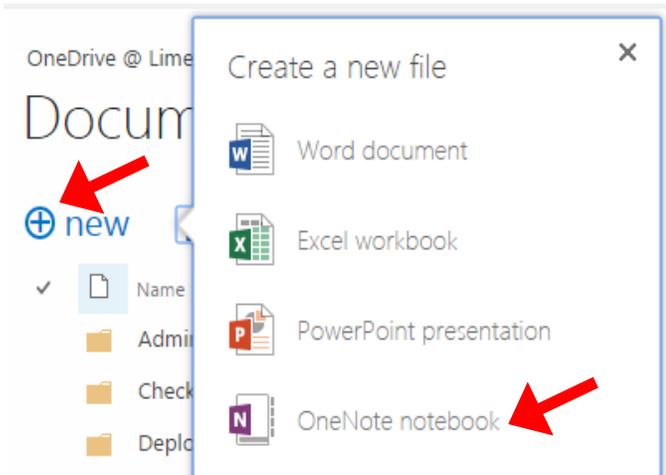
2. Give it a different name from the Notebook you wish to transfer, so you can keep track of which file you are referring to. .
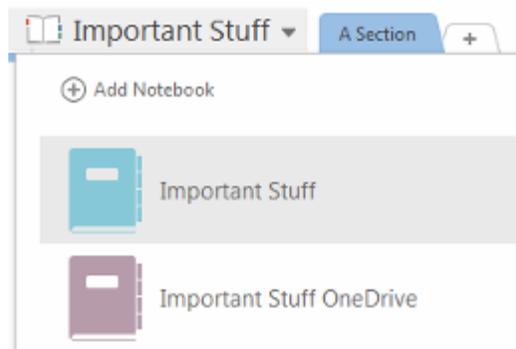
3. Open this new file on your PC by clicking on "Open In OneNote".
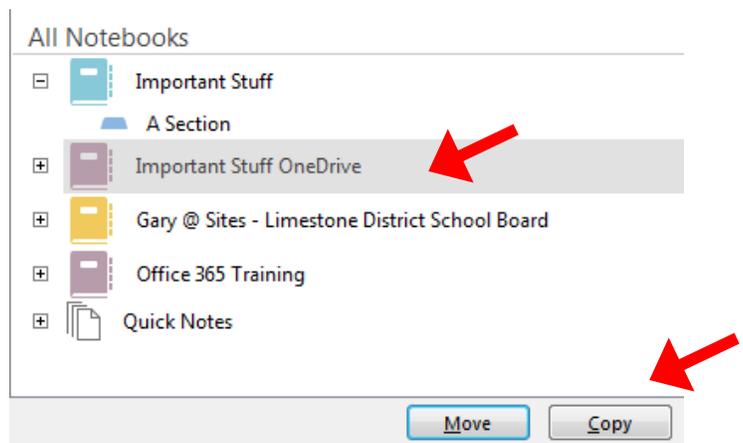
4. Now open the original Notebook you wish to transfer, in OneNote on your computer. Both Notebooks will now be accessible. You should be able to see both in your Notebooks in the drop down list on the left hand of the screen. Click on the down arrow to expand the

5. In the original Notebook, right-click on the first tab for the section you wish to copy to the new Notebook. Choose "Move or Copy...".
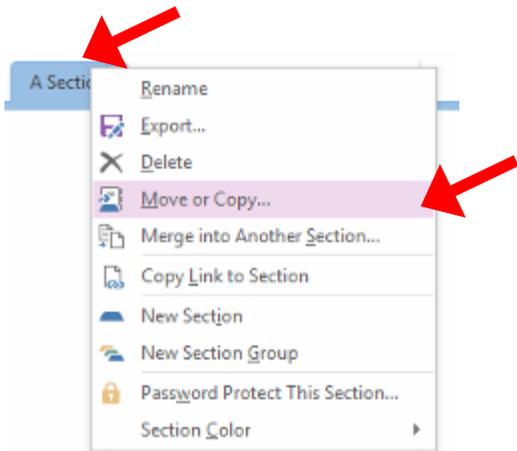
6. Choose the name of the new Notebook (you just made it in OneDrive) and click on Copy. The section is now copied from the old Notebook to the new one.

7. Repeat these last two steps for all of the tabs for the sections in the original Notebook. When you open the new Notebook that you created, all of the sections should be there.

Note: this process works also to transfer your Notebooks from OneDrive to a PC. The important thing is to have both Notebooks open on your PC. Then you can transfer a section at a time between the Notebooks.