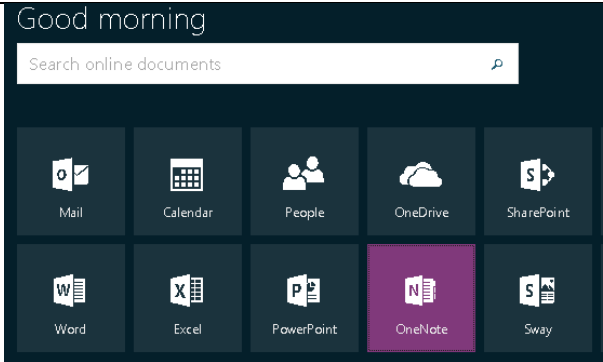
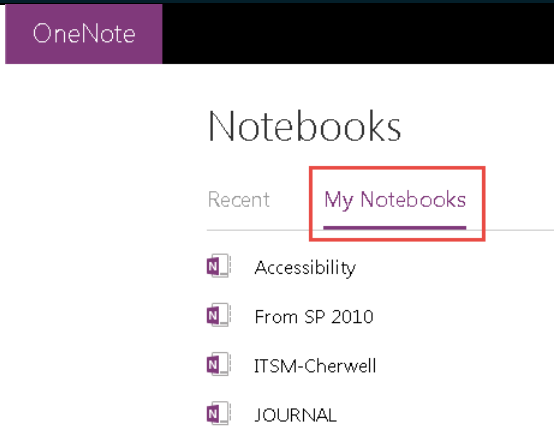


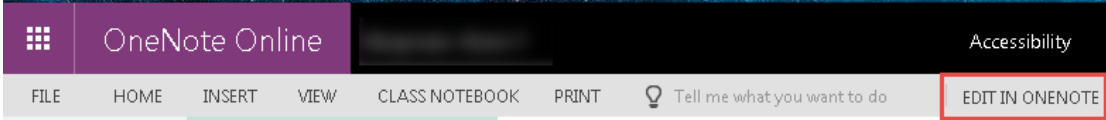
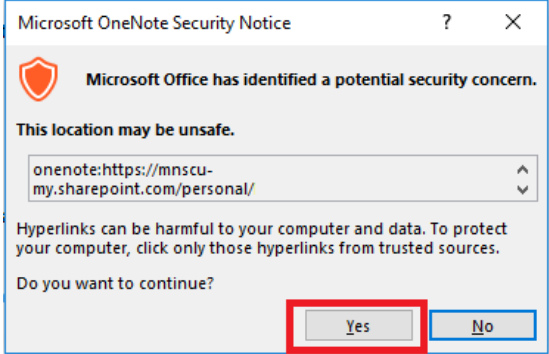
O365 | User name change for Microsoft OneNote (2013 & 2016) desktop application

Once your user name has been updated it may take up to 24 hours for it to take effect across all Office 365 (O365) Services. After the change has taken effect, you will have to sign into Outlook, Skype for Business, OneDrive for Business and other O365 services with the updated user name. Following are directions for changing your user name within desktop applications.

OneNote – Sync Path

Within 24 hours of your user name being changed, your OneNote synchronization to your desktop will break. To restore synchronization of OneNote, complete the steps below.

STEP	DESCRIPTION	
1	<p>Sign into the O365 web portal (https://login.microsoftonline.com/) with your new user name:</p> <p>Employees / Guest: yourStarID@minnstate.edu Students: yourStarID@go.minnstate.edu</p>	
2	<p>Click on the OneNote tile</p>	 <p>The screenshot shows the Office 365 Start menu interface. At the top, it says "Good morning" and has a search bar for "Search online documents". Below this are two rows of application tiles: Mail, Calendar, People, OneDrive, SharePoint in the first row; Word, Excel, PowerPoint, OneNote, Sway in the second row. The OneNote tile is highlighted with a purple background.</p>
3	<p>From the <u>My Notebooks</u> view, click a notebook</p> <p>The notebook will open in OneNote <u>Online</u></p>	 <p>The screenshot shows the OneNote application window. The title bar says "OneNote". The main content area is titled "Notebooks" and has a "Recent" section. In the "Recent" section, the link "My Notebooks" is highlighted with a red rectangular box. Below this are several notebook thumbnails with titles: "Accessibility", "From SP 2010", "ITSM-Cherwell", and "JOURNAL".</p>

4	<p>Click Edit in OneNote</p>	 <p>This will open your desktop version of OneNote and automatically sync (local and web version).</p>
5	<p>If the security notice window opens, <i>click Yes</i></p>	
6	<p>in your in your local OneNote, you'll need to delete / close your prior version. To do that, go to File and select the notebooks with a path name of: https://mnsu-my.sharepoint.com/personal/STARID_mnsu_edu/...</p>	