# Create OneNote Notebooks

## Share a notebook on a SharePoint site

Store your OneNote notebooks in a central place for your whole team. Whenever you or someone you work with changes the content in a notebook, OneNote automatically saves and syncs the notes on SharePoint.
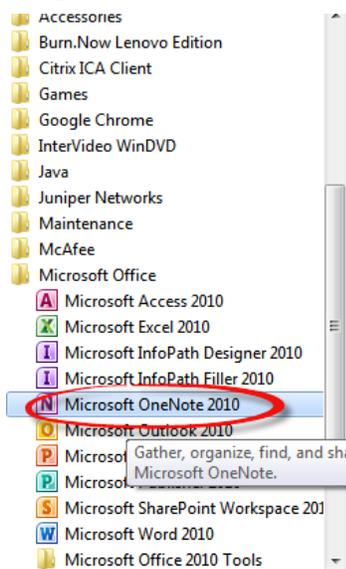
IMPORTANT

You and your teammates need read/write permission on your SharePoint site. Contact your system administrator if you don't have those permissions.

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When you have permissions, do the following:
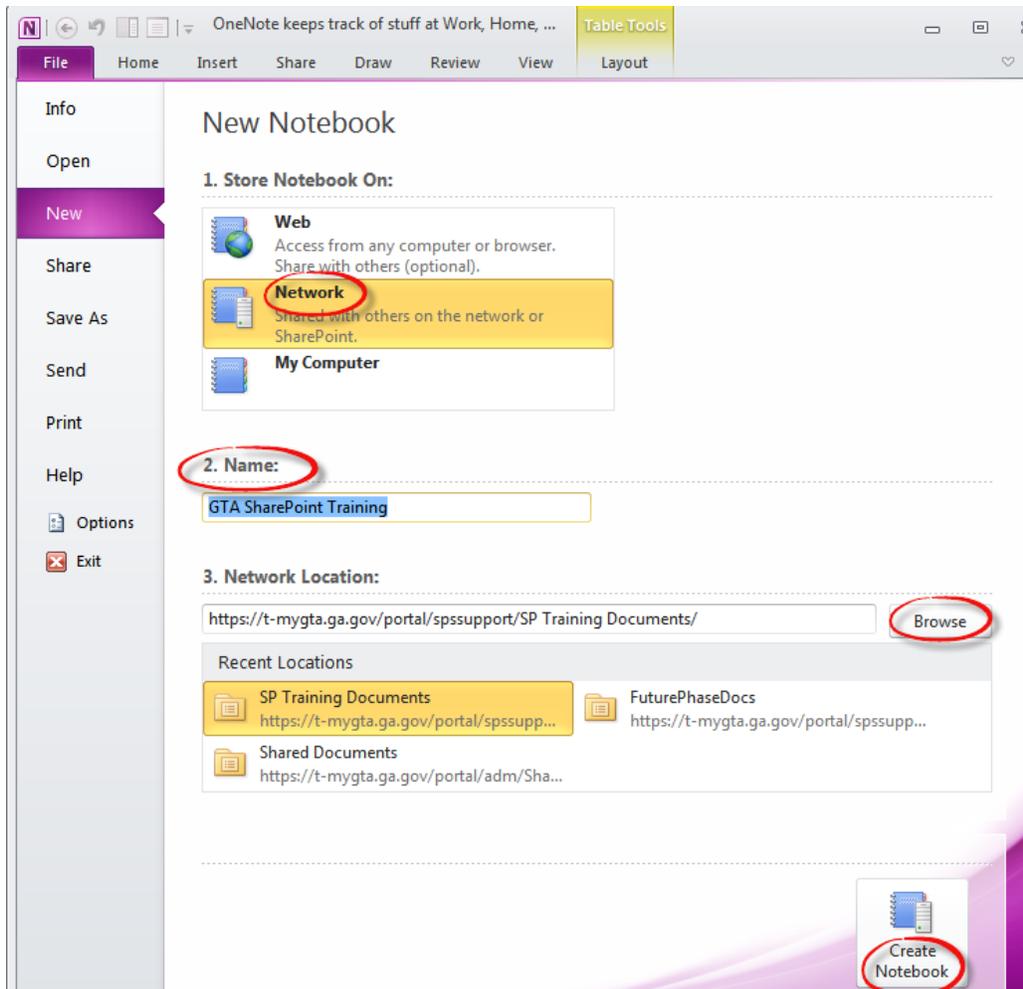
1. Navigate to Microsoft Office OneNote

2. In OneNote 2013, click **File** > **New**

Click **Network**.

Type a meaningful, descriptive name into the **Name** box, e.g. GTA SharePoint Training.

**Browse** and select the document library on the SharePoint site where you want to store the team notebook.

Then click **Create**.



3. After you create the notebook, you can email teammates a link to the notebook. Anyone with write permissions on the SharePoint site will also be able to view and edit the notes.