

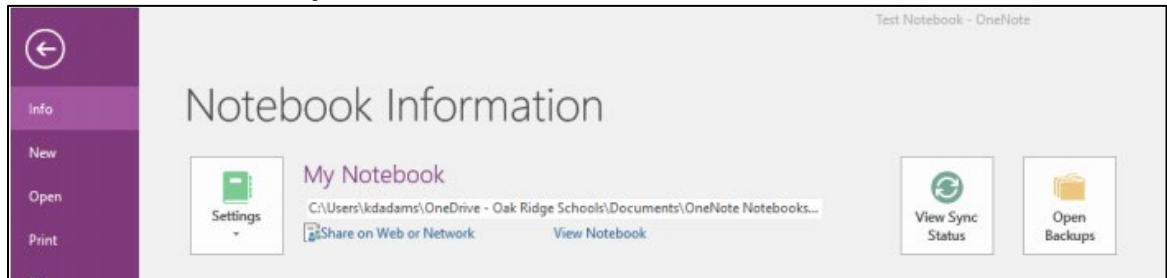
# Synching Notebooks

## OneNote

OneNote automatically synchronizes shared notebooks at regular intervals. But sometimes, you may want to sync a shared notebook to make sure your changes are uploaded in real time.

To sync a shared notebook:

1. Click **File > Info > View Sync Status**



2. In the Shared Notebook Synchronization dialog box, do either of the following:
  - Click “Sync All” to sync all of your shared notebooks.
  - Click “Sync Now” next to the specific notebook that you would like to sync.

