

June 5, 2026

OneNote Account Migration

Important Notes

OneNote's Export function is available only in the Windows desktop app.

The Mac version does not provide an Export function, so if you wish to keep using the same notebooks on Mac after migrating to the Microsoft 365 account provided by the university, please carry out the migration via a Windows PC.

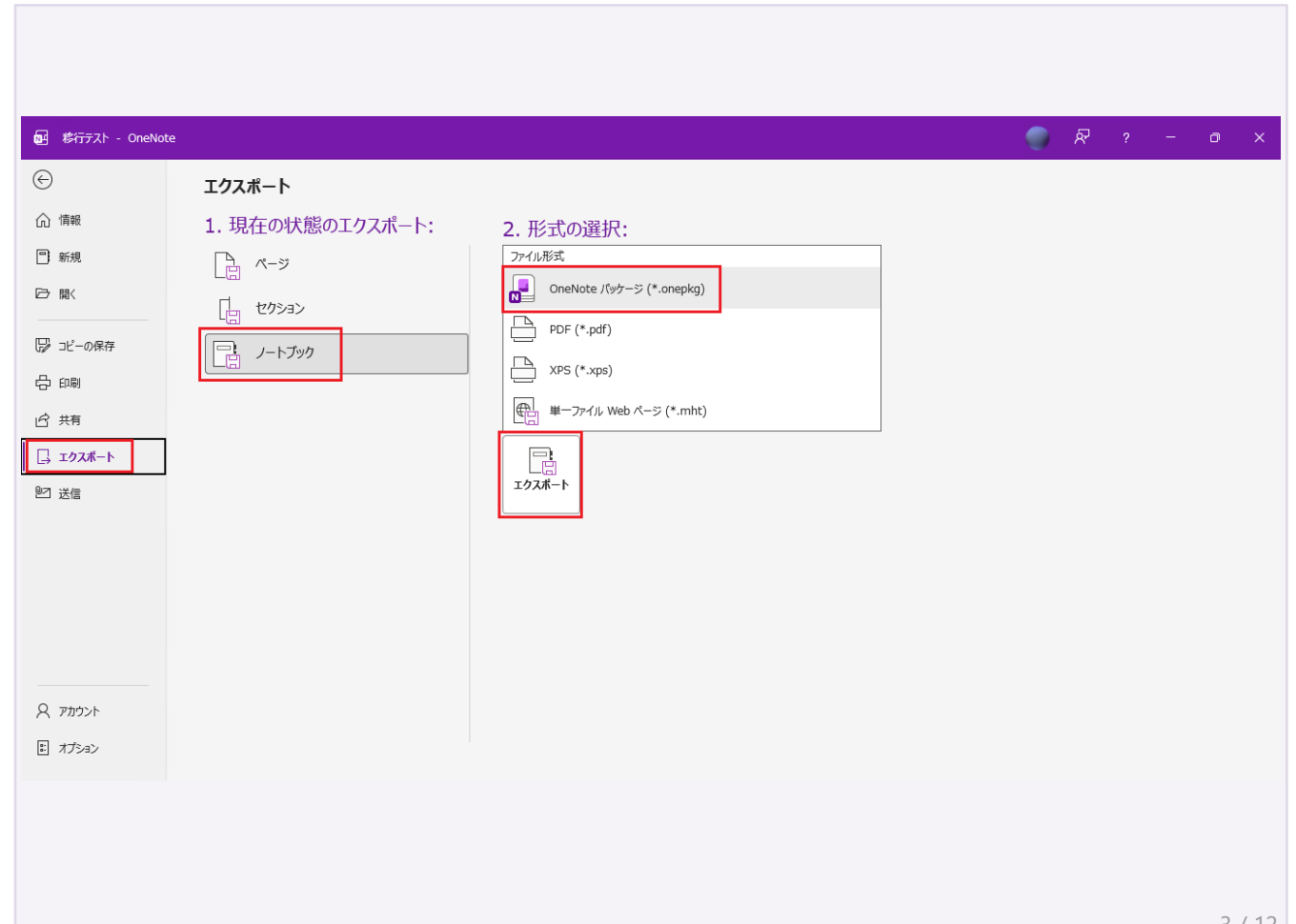
This document walks you through "1. OneNote Account Migration Steps" one step at a time.

1.1 Open the OneNote app

Launch the OneNote app while still signed in with your old account.

1.2 Export the notebook (.onepkg)

Go to File > Export > Notebook > OneNote Package (*.onepkg), click Export, and save the file to a location of your choice.



1.3 Sign out of the old account

Go to File again, then click Account > Sign out > Yes.

The screenshot shows the OneNote application interface in Japanese. On the left, the 'アカウント' (Account) option in the File menu is highlighted with a red box. In the main content area, the 'サインアウト' (Sign out) option under 'ユーザー情報' (User information) is also highlighted with a red box. A dialog box titled 'アカウントの削除' (Delete account) is open, displaying a warning message: 'このアカウントを削除すると、この Office アプリケーションと他の Office アプリケーションからサインアウトされます。カスタマイズした内容がすべて削除されます。また、ドキュメントとノートブックは、サインインし直すまでサーバーと同期しなくなる可能性があります。サインアウトを完了するには、すべての Office アプリケーションを閉じる必要があります。今すぐこのアカウントからサインアウトしますか？' (Deleting this account will sign you out of this Office application and other Office applications. Customized content will be deleted. Documents and notebooks will no longer sync with the server until you sign in again. To complete sign out, you must close all Office applications. Do you want to sign out of this account now?). The 'はい(Y)' (Yes) button is highlighted with a red box.

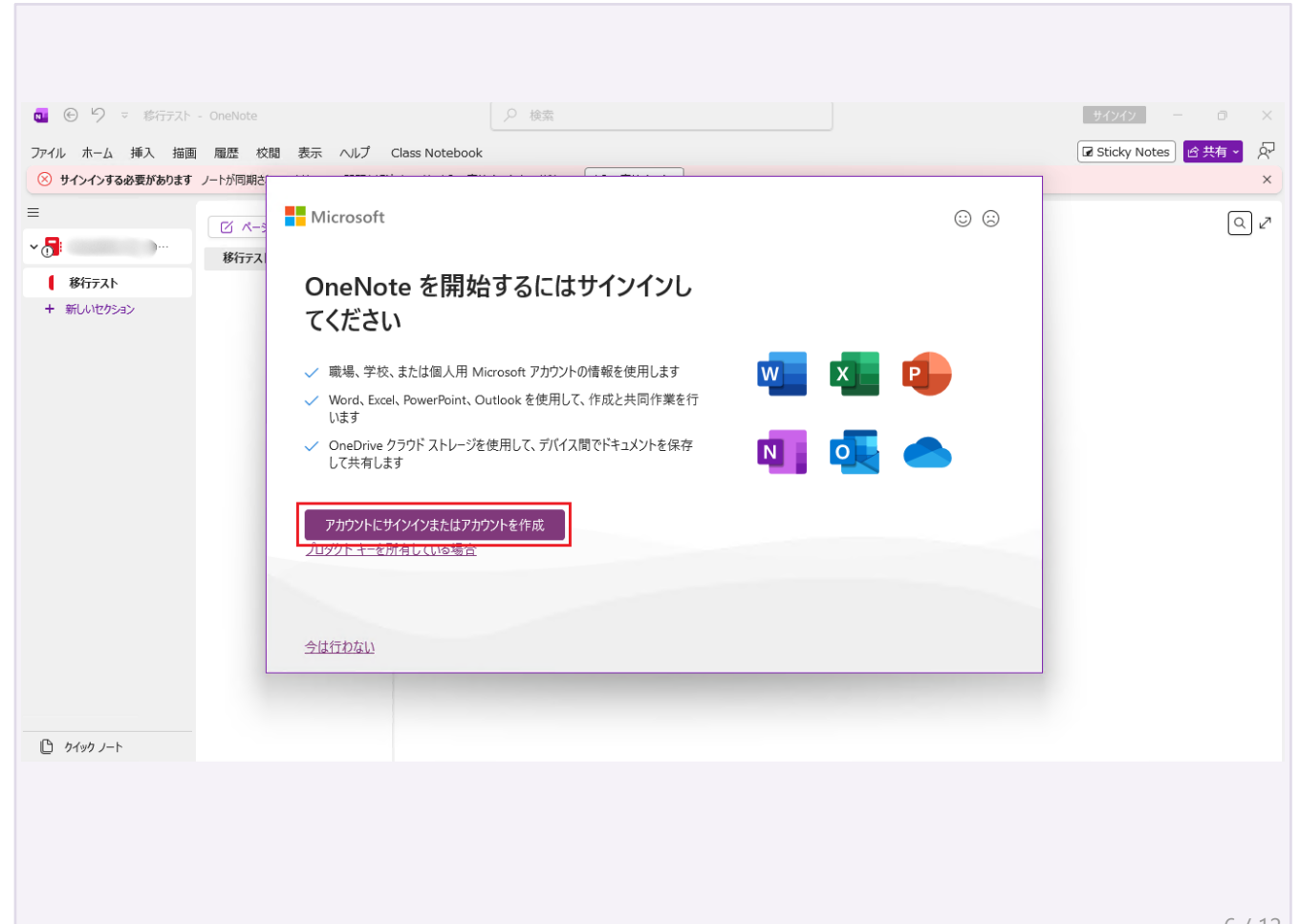
1.4 Restart OneNote

Quit OneNote, then launch it again.

1.5 Sign in with your university Microsoft 365 account

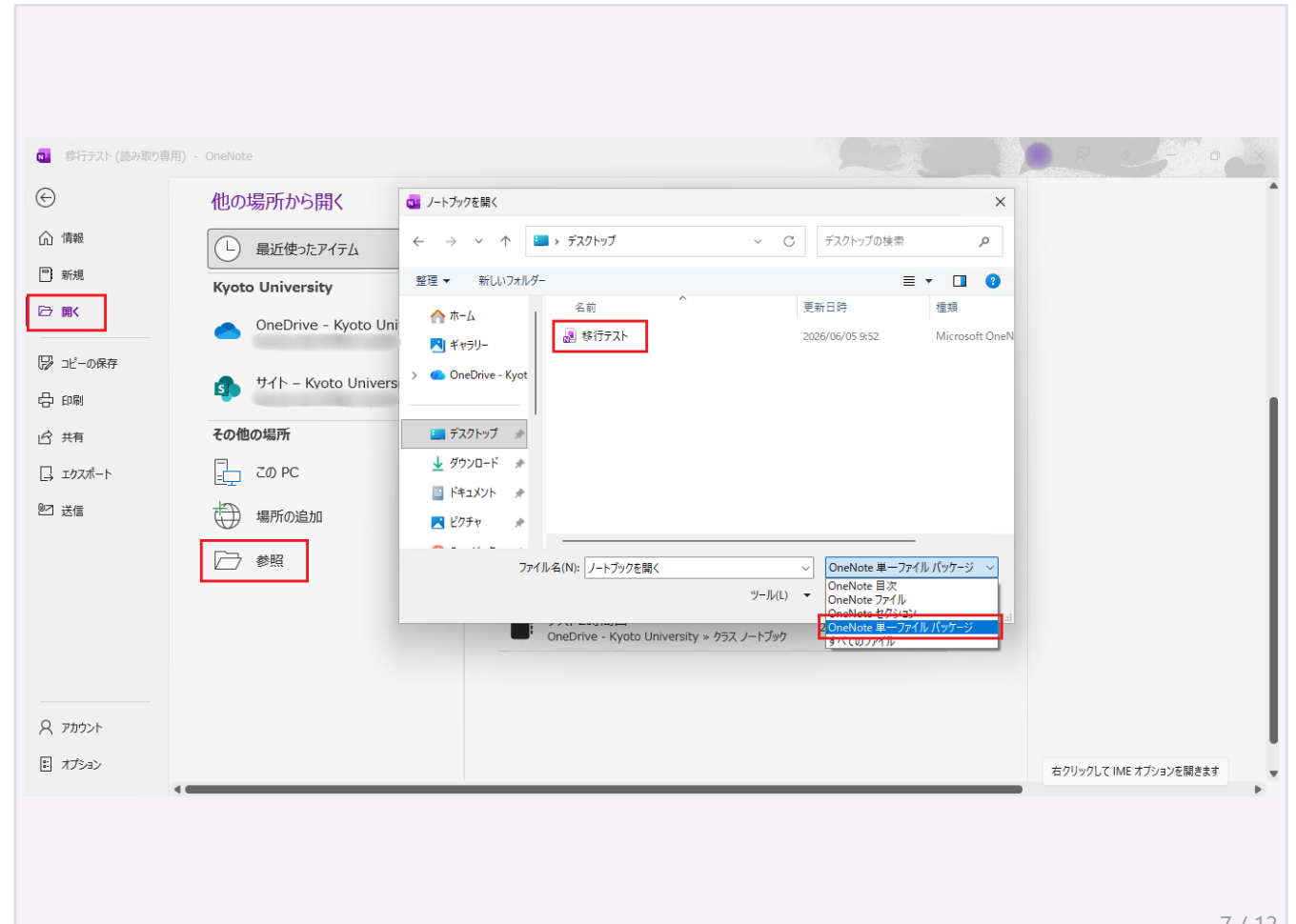
When the sign-in screen appears, click "Sign in to an account or create one" and sign in with your university Microsoft 365 account.

* Faculty/staff Microsoft 365 accounts use "**@ms.c.kyoto-u.ac.jp*" (the portion before @ is the same as your KUMail address); students use "**@st.kyoto-u.ac.jp*".



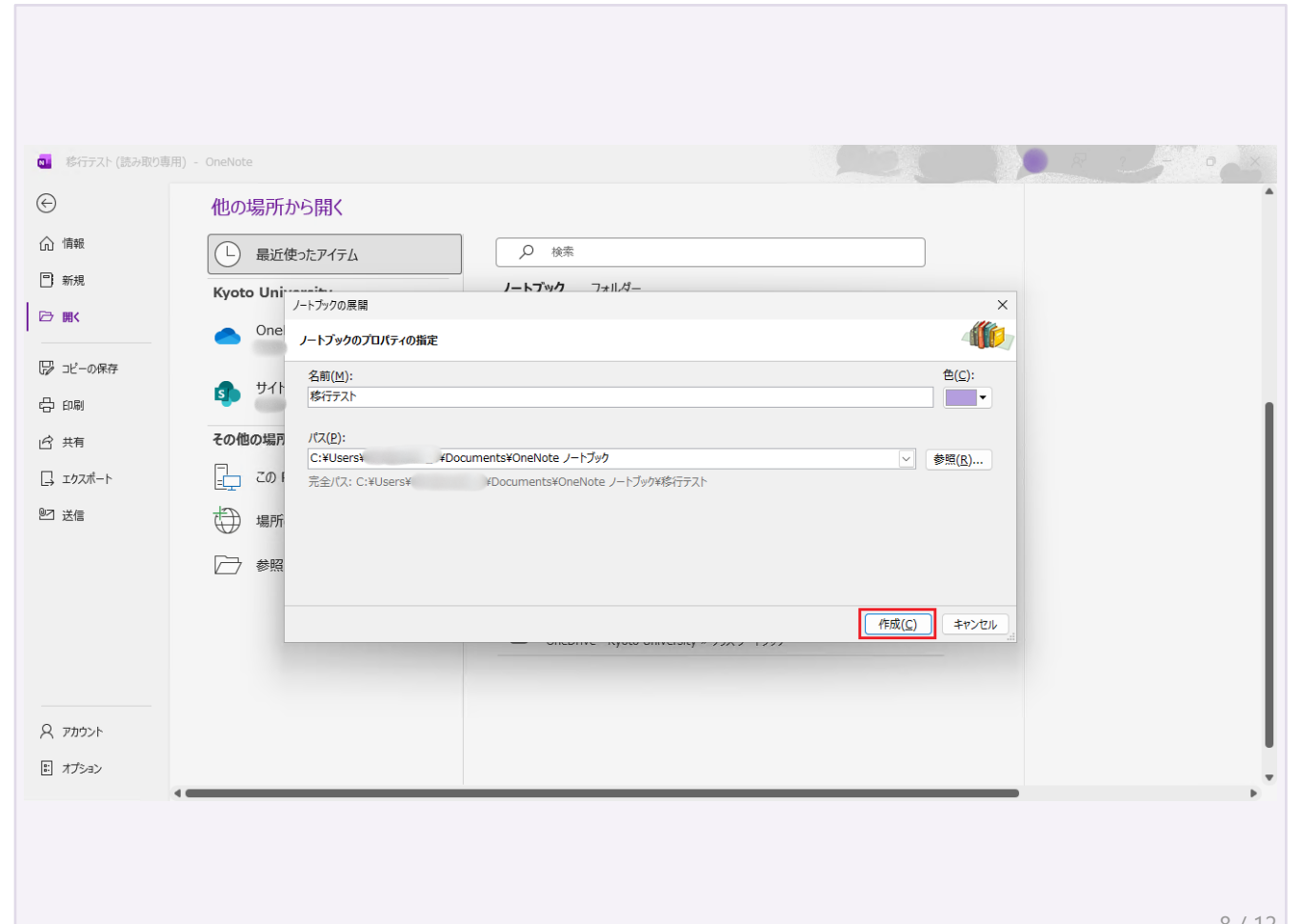
1.6 Open the exported file

Once signed in, click File > Open > Browse, then from the drop-down on the right select "OneNote Single File Package" (All Files also works). When the exported file appears, select it and click Open.



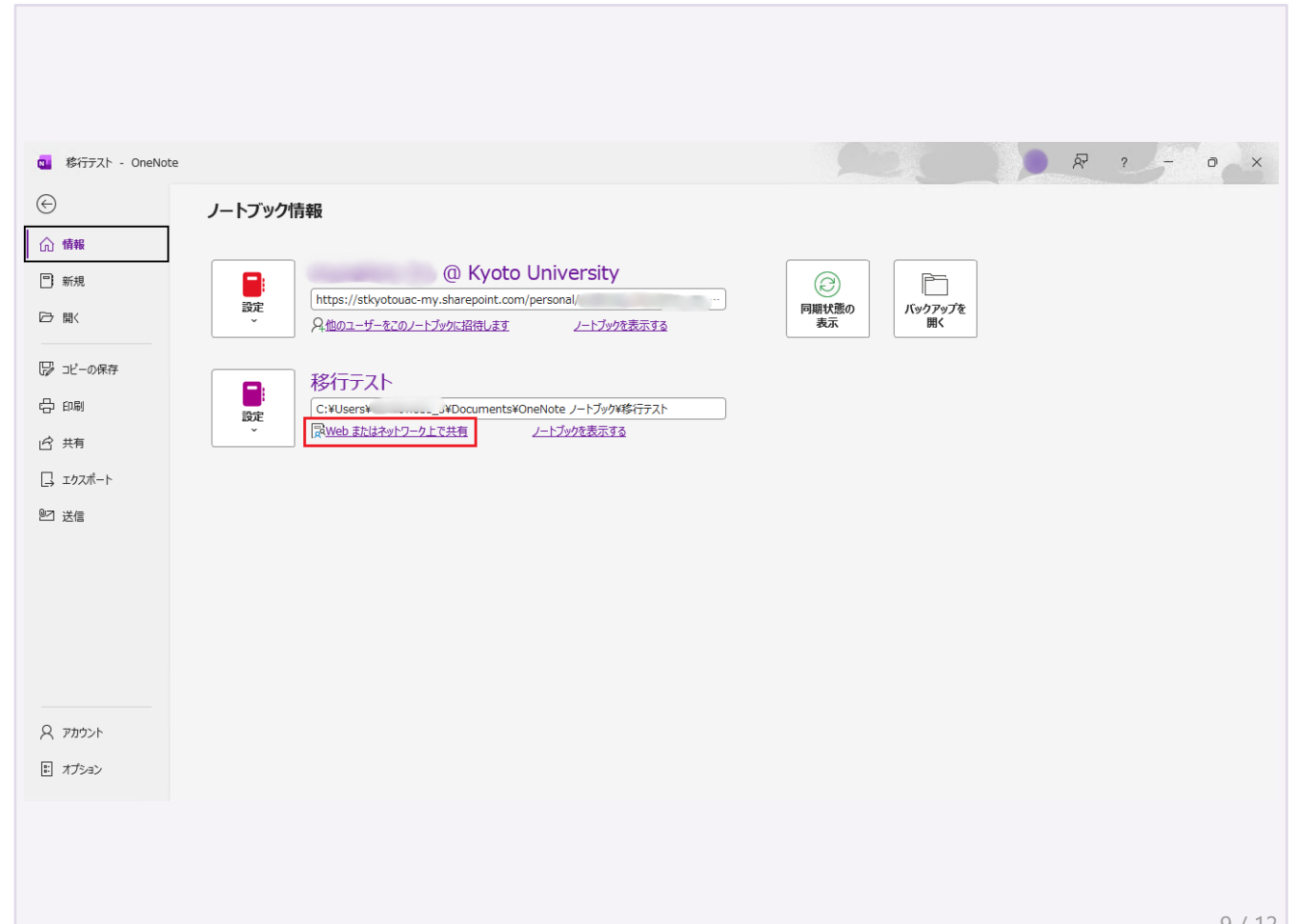
1.7 Choose a save location and click Create

Choose any location (the default is fine) and click Create.



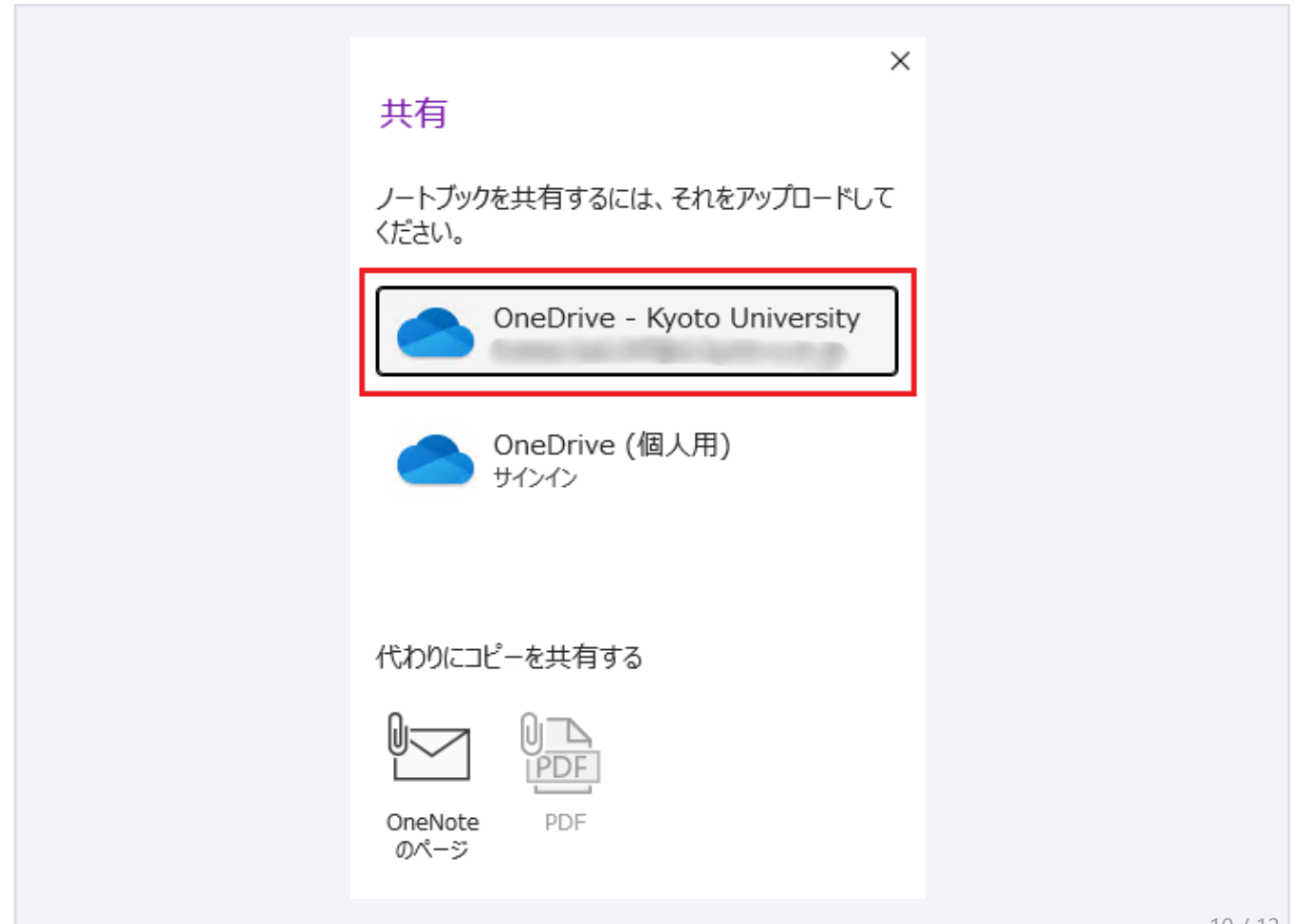
1.8 Select "Share on Web or Network"

After the exported file opens, go to File and click "Share on Web or Network".



1.9 Select your university OneDrive

Confirm that the OneDrive shown is signed in with your university Microsoft 365 account, then click it.



1.10 Click OK on the sync confirmation dialog

When the dialog "Your notebook is now syncing to the new location." appears, click OK.

1.11 Close the share dialog with the "×" button

Close the final "Share <file name>" dialog by clicking the "×" button.

If notebooks from the old account are still open and a sync error appears, closing those notebooks should resolve the issue.

