Live Sharing in OneNote

OneNote’s Live Share function is an easy way to share information already in a Notebook. This feature is especially helpful when working in groups. Groups can collaborate in a shared section each group member will have a copy of the work completed.

Starting a Live Sharing Session

Step 1
To start a new Live Sharing session, go to the Share tab.

Step 2
Scroll over “Live Sharing Session” and select **Start Sharing this Section**. Please note that all of the Pages contained in this Section will be shared. When working in groups or starting a new project, open a new section and copy-paste the necessary information onto a new page.

Step 3
The Live Sharing dialog box will appear on the right side of the screen. Enter a password if desired. Then press **Start Live Sharing Session** to start the session.

Step 4
When working in a group, the easiest way to invite group members to the Live Share is to give them the Shared Address. To do this, press the **Shared Address Information**. Students using the same network need the first four numbers, or the numbers in front of the colon, in the first line under “Session address for participants on the same network.” See image below.
Joining a Live Sharing Session

Step 1
To Join an already running Live Sharing Session, go to the Share tab, scroll over “Live Sharing Session,” and click on Join Existing Session.

Step 2
This opens the Live Sharing dialog box on the right side of the screen. Enter the Session Address and password obtained from the group member who started the Live Sharing Session. Then press Join Session. All of the members in the Session will see the same Section.
Leaving a Session

**Step 1**
To leave the Session, press the **Leave Live Sharing Session** button on the Live Sharing dialog box.

**Step 2**
After leaving the Session, the shared Section remains in the OneNote **Live Shared Sections** and can be moved through by dragging and dropping to the appropriate Notebook or by copying the information and pasting it in another Page.

**More Information**
For access to additional information, tutorials and workshops, please visit the Center for Academic Technology website, [http://www.butler.edu/it/cat](http://www.butler.edu/it/cat) or contact any Center for Academic Technology staff member at training@butler.edu, or contact the Information Commons desk in Irwin Library at infocommons@butler.edu or 940-9235.

**Bibliography**

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