



Restore OneNote Notebooks

The image displays the Spanning software interface across three devices: a laptop, a tablet, and a smartphone.

Laptop Screen: SharePoint Backups

10 Site Collections

Search Site Collections Title/URL

Manage Site Collections

| Site Collection Title | Site Collection URL |
|-----------------------|--|
| Contoso | https://m365x477509.sharepoint.com/sites/Contoso |
| Contoso intranet | https://m365x477509.sharepoint.com |
| Contoso Landings | https://m365x477509.sharepoint.com/sites/ContosoLandings |

Last Backup: 3/10/20 10:19 PM

| Items | Errors | Success |
|-------|--------|---------|
| 198 | 0 | 100 % |

Settings

SharePoint Backups

| Site Collection Title | Site Collection URL |
|-------------------------------------|---|
| Digital Initiative Public Relations | https://m365x477509.sharepoint.com/sites/DigitalInitiativePublicRelations |
| Executive Corner | https://m365x477509.sharepoint.com/sites/ExecutiveCorner |
| HR | https://m365x477509.sharepoint.com/sites/HR |
| Mark & Project Team | https://m365x477509.sharepoint.com/sites/Mark&ProjectTeam |
| News @ Contoso | https://m365x477509.sharepoint.com/sites/News@Contoso |
| Operations | https://m365x477509.sharepoint.com/sites/Operations |
| Sales and Marketing | https://m365x477509.sharepoint.com/sites/SalesandMarketing |

Contoso

10 Users - 100 total licenses, 81 remaining

Search Users

Purchase Licenses

Manage Licenses

| Display Name | User Name |
|--------------|--|
| Aaron Watson | Aaron.Watson@m365x477509.onmicrosoft.com |
| Adelle Vance | Adelle.Vance@m365x477509.onmicrosoft.com |
| Alex Wilber | Alex.Wilber@m365x477509.onmicrosoft.com |

Contoso

| App | Last Backup | Items | Errors | Success |
|----------|------------------|-------|--------|---------|
| Mail | 3/10/20 10:23 PM | 41 | 0 | 100 % |
| Calendar | 3/10/20 10:18 PM | 0 | 0 | 100 % |
| Contacts | 3/10/20 10:17 PM | 0 | 0 | 100 % |
| OneDrive | 3/10/20 10:20 PM | 4 | 0 | 100 % |

Select Action

Restore

Search

Office 365 Messa... 5/6/19 10:57 PM

notification@sp... 5/6/19 6:00 PM

notification@sp... 5/6/19 6:00 PM

notification@sp... 5/7/19 6:00 PM

notification@sp... 5/6/19 6:00 PM

Office 365 Messa... 5/6/19 6:18 AM

Select Action

Spanning Backup for Office 365 – Microsoft OneNote Restore

Restoring a Microsoft OneNote Notebook or Section back to the source Notebook is easy once you see the steps. The trick is that Spanning Backup for Office 365 preserves the Notebooks by Section (called a .ONE file). These files contain all the pages present at the time of the backup. If you only want to restore a single page, you still need the Section. Once you open the section containing your page, you can simply Copy or Move the page back to where it belongs. Note, these steps must be performed using one of the two desktop versions of OneNote. You can do this on a Windows or Apple computer. The main thing you need to know is which version of the desktop app you are using.

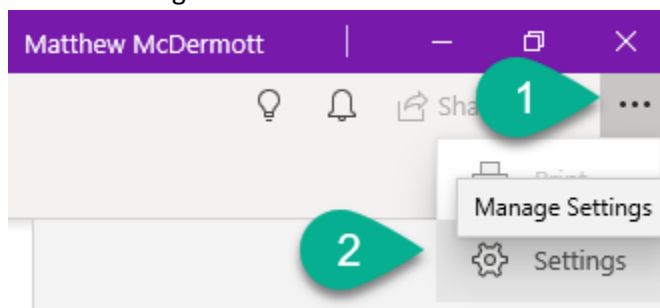
Note: In the remainder of these instructions we'll refer to the .one file as a Section.

A Tale of Two OneNotes

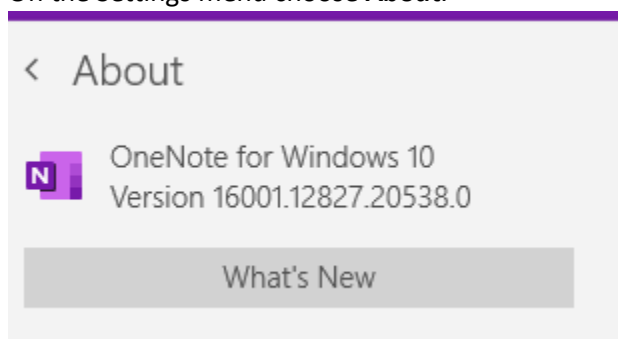
Microsoft produces two versions of Microsoft OneNote, OneNote 2016 and OneNote for Windows 10. You can determine which version you are running by opening the app.

OneNote for Windows 10

1. Choose the ellipsis from the upper right corner.
2. Choose Settings.

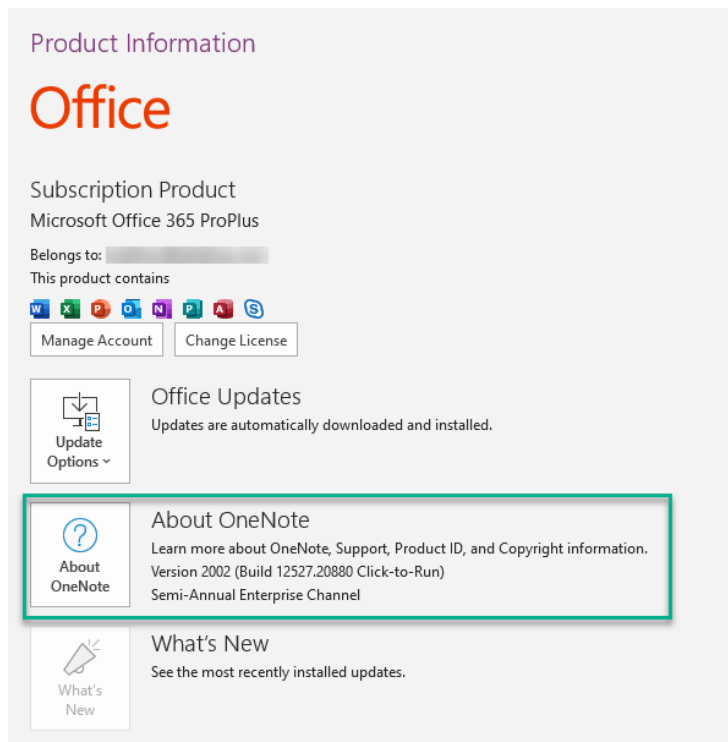


3. On the Settings menu choose **About**.



OneNote 2016

1. Choose File | Account
2. Your Version and other details will be listed in the About OneNote section.



Now that you know which version of OneNote you are using, follow the guidance for that specific version to get yourself up and running. The OneNote restoration takes place in two parts. First locate the Notebook and Section you want and restore or export the Section. Then open the restored Section in OneNote and Copy the content you want to restore back into the destination Notebook.

Microsoft OneNote Restore

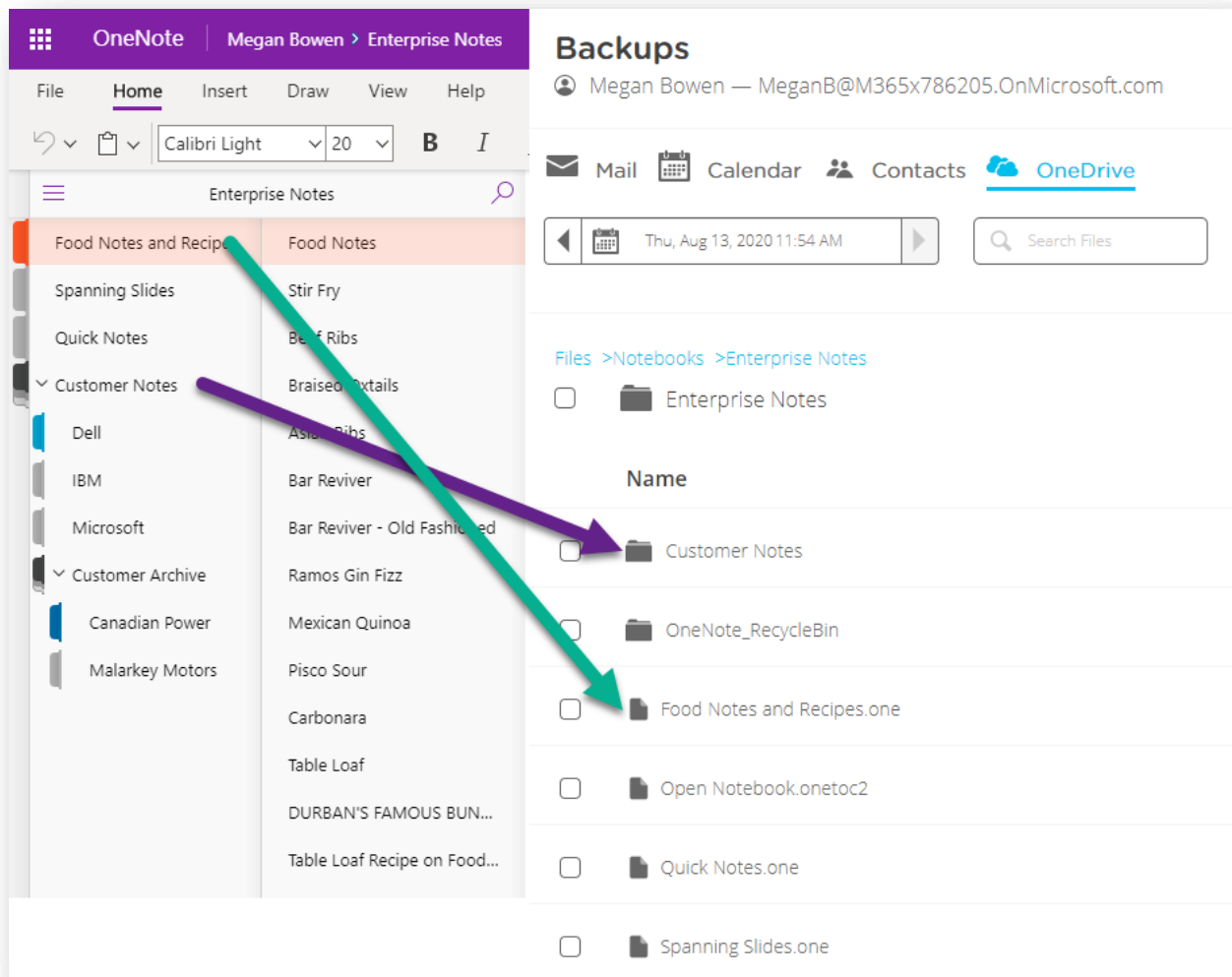
Microsoft OneNote files are not like other Microsoft documents. Microsoft OneNote was designed from the ground up with features like co-authoring and nested sections to make the “Notebook” experience as similar to real paper notebooks as possible. OneNote works best when hosted in Microsoft OneDrive or Microsoft SharePoint Online.

OneNote File Structure

Understanding how OneNote files are structured will help you understand how to effectively restore a OneNote Notebook Section. You can think of a OneNote Notebook as a “Super Folder” that may contain many Sections and Section Groups. The Sections contain pages. The Pages contain the notes, tasks, and content contained in OneNote. When a user creates a new Section, a corresponding .one file is created to hold the pages and content for that section.

The OneNote Notebook appears in Spanning Backup for Office 365 as a folder. Section Groups are supported and appear in Spanning Backup for Office 365 as nested folders. Sections contained in root of the Notebook or in Section Groups appear as .one files of the same name as the Section.

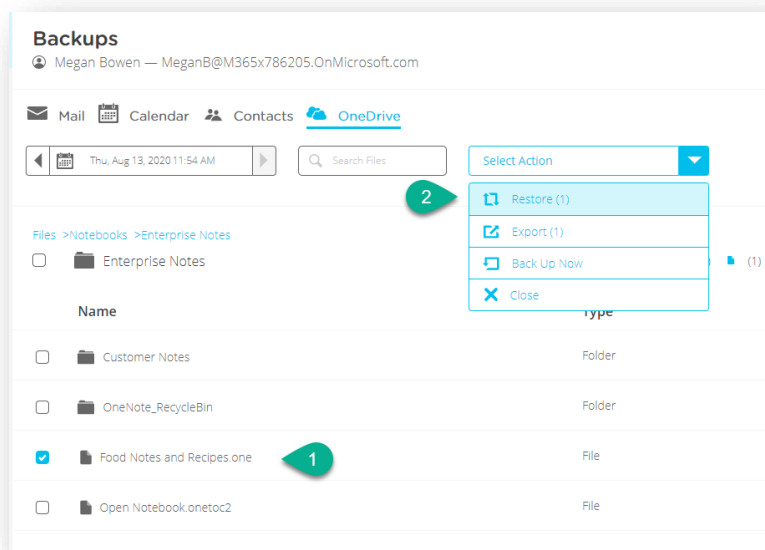
In the image below, note that the “Food Notes and Recipe” Section is a single .one file and the Section Group “Customer Notes” appears as a folder. If you want to restore the Section “Microsoft” browse into the “Customer Notes” folder and pick the Microsoft.one file to restore or export.



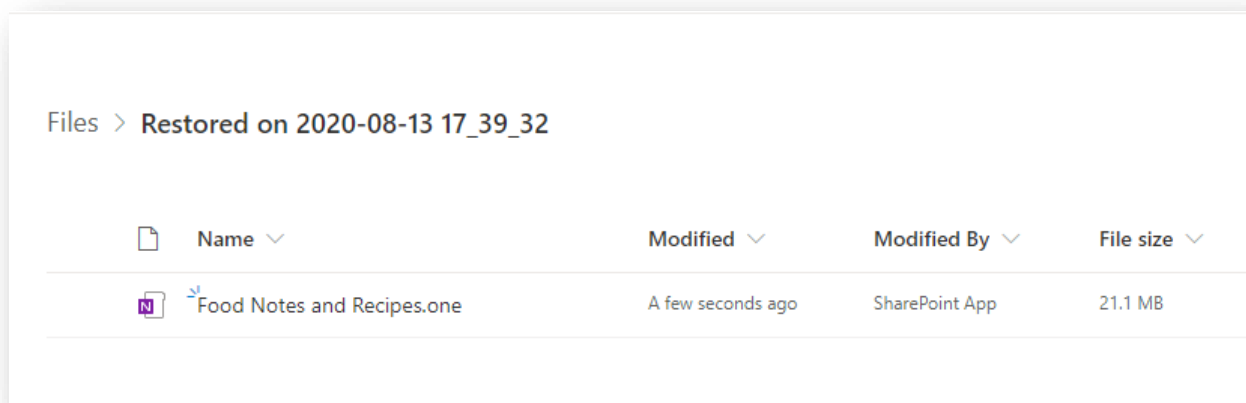
Restore or Export a OneNote Section

Once you have found the Section that you wish to restore or export, choose it and choose the restoration option.

1. Choose the Section file you wish to restore.
2. Choose Restore or Export and proceed.









If you choose Restore, the file will be restored into OneDrive in a “Restored on ...” folder. Navigate into the folder to find the restored Section file.

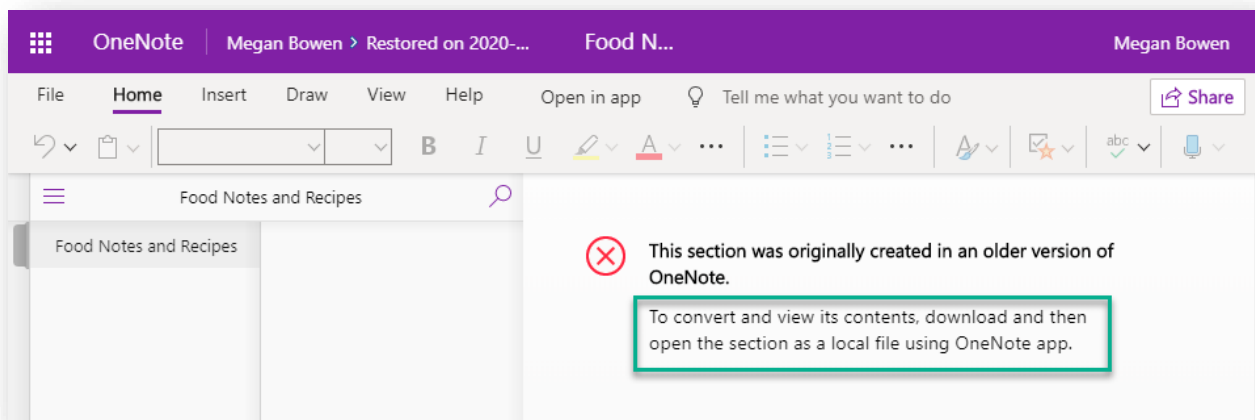


If you choose a Section Group folder to restore, the Section Groups will be restored as folders containing the nested Section files. If there are further nested Section Groups and Sections, those will be restored and exported as well.

Files > Restored on 2020-08-13 17_41_31 > Customer Notes

|  Name ▾ | Modified ▾ |
|---|--------------------|
|  Customer Archive | About a minute ago |
|  Dell.one | About a minute ago |
|  IBM.one | About a minute ago |
|  Microsoft.one | About a minute ago |
|  Open Notebook.onetoc2 | About a minute ago |

At this point, if you try to open any of the Section files in the OneNote Web Application, you will receive an error. This is because the file isn't associated with a Notebook. As the error says, we need to "Download and open the section as a local file using the OneNote app".



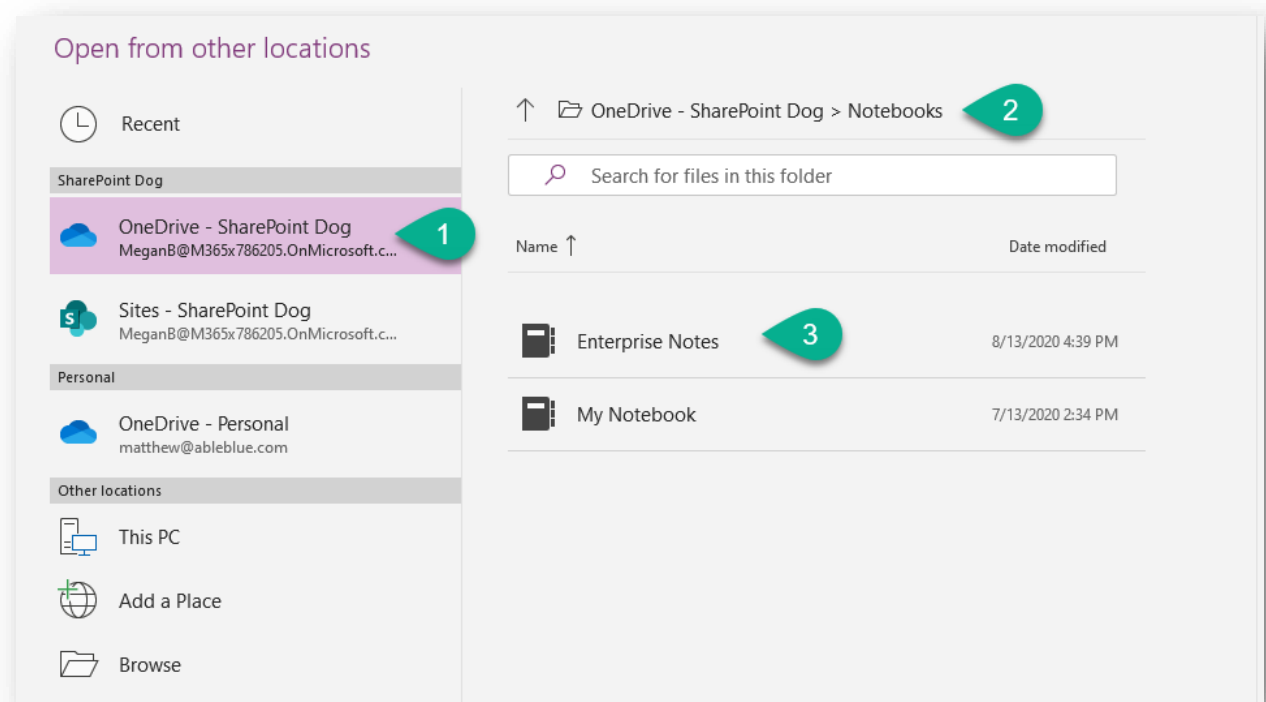
Restore a Notebook with OneNote 2016

It does not matter if you Export or Restore a OneNote Notebook, Section Group, or Section, in any case you will need to open the file in one of the desktop versions of OneNote to complete the restoration process. The next sections will show how to restore a Section and a Section Group in each of the desktop applications.

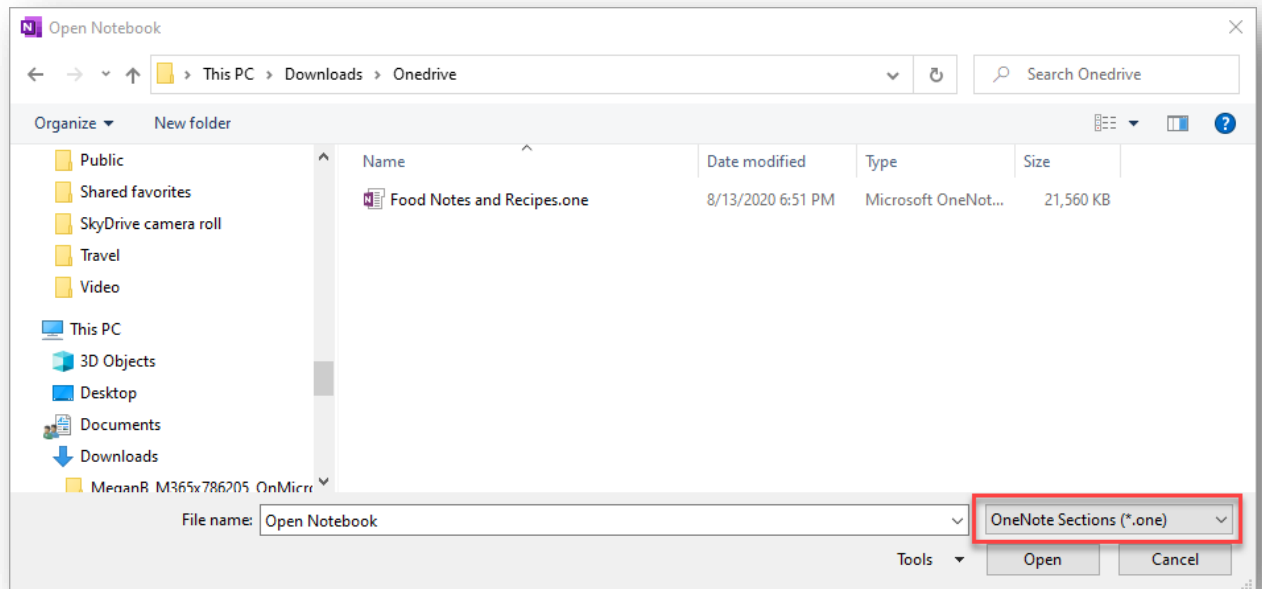
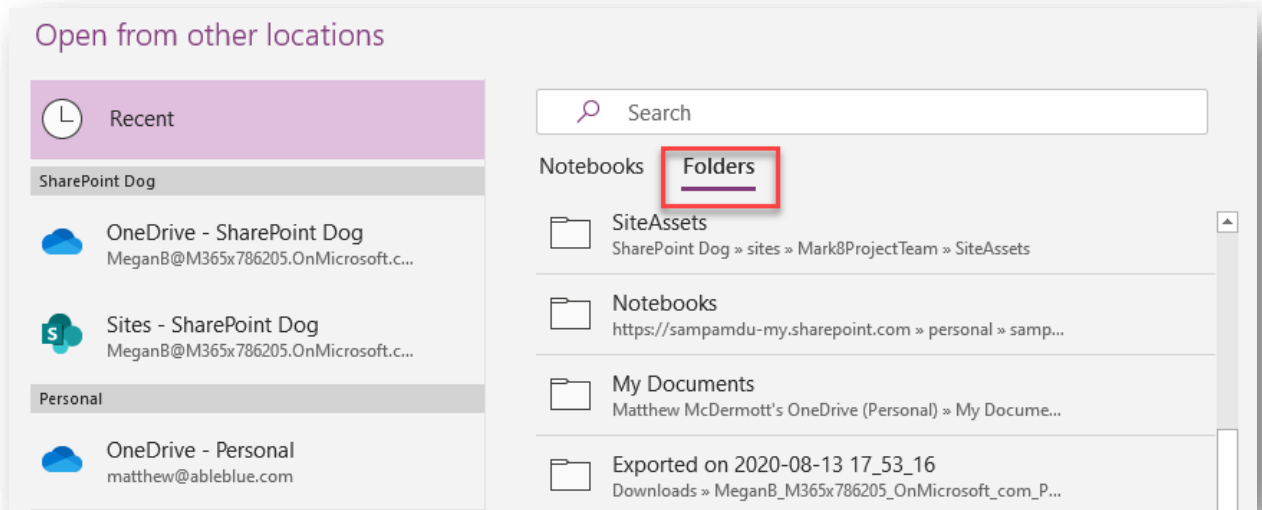
Microsoft OneNote 2016 – Restore a Section or Page

In the event you wish to restore a OneNote Page or Section you only need to export or restore the Section *.one file. Once you have downloaded the file to your local computer you can follow these steps:

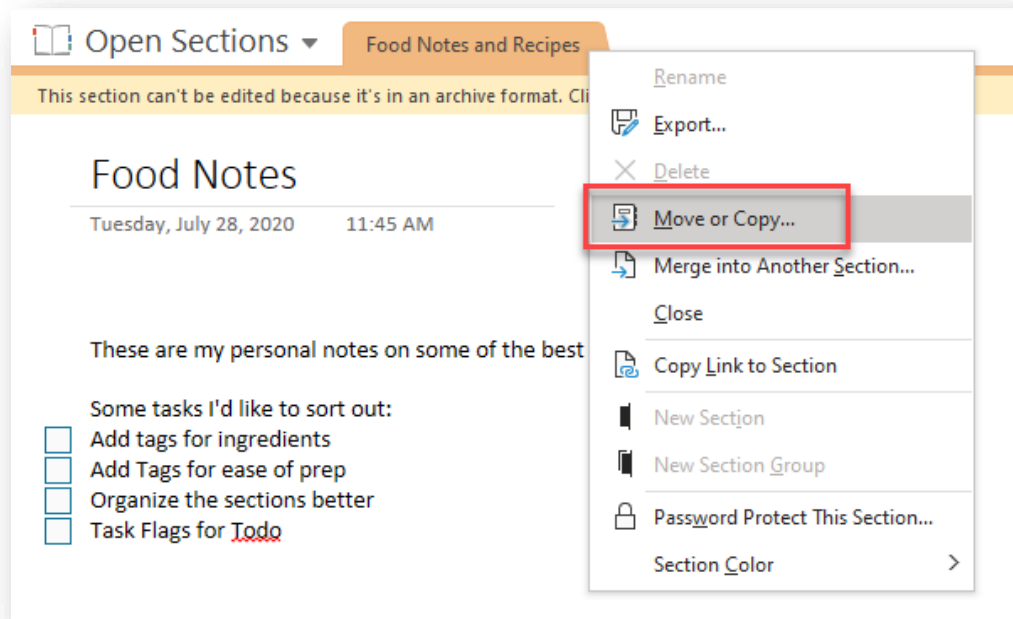
1. Open OneNote 2016.
2. Open the destination Notebook. This can be the original source notebook or another notebook.



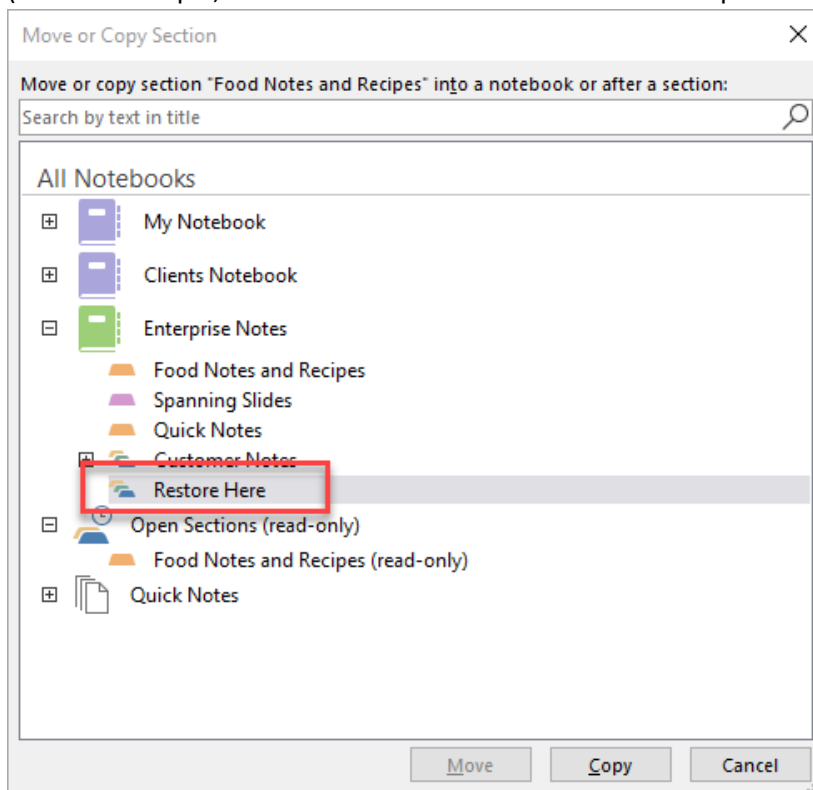
3. Once you have the destination notebook open, open the downloaded Section file. To open local folders, change the open dialog selector to Folders and choose a folder or browse to the download location. Note: You need to change the filter to **OneNote Sections (*.one)**.



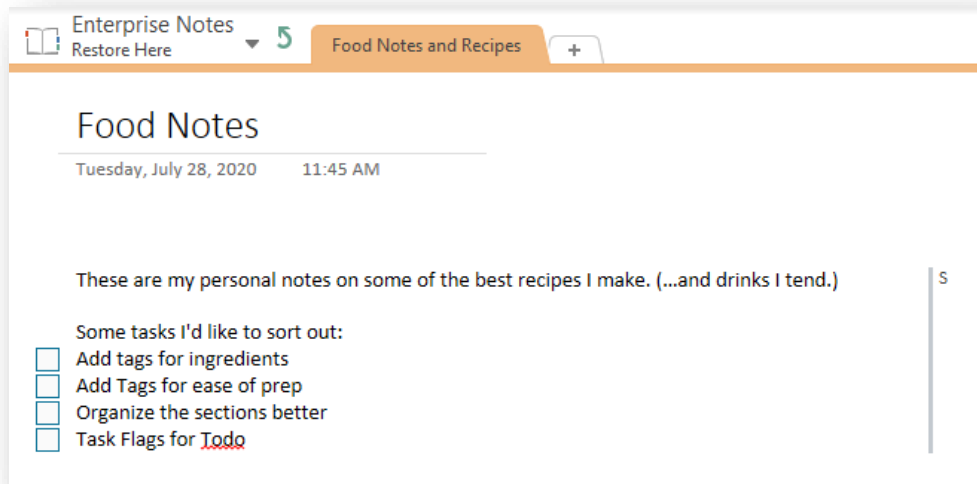
- Once the Section is open in OneNote 2016, right click the Section tab and choose **Move or Copy**.



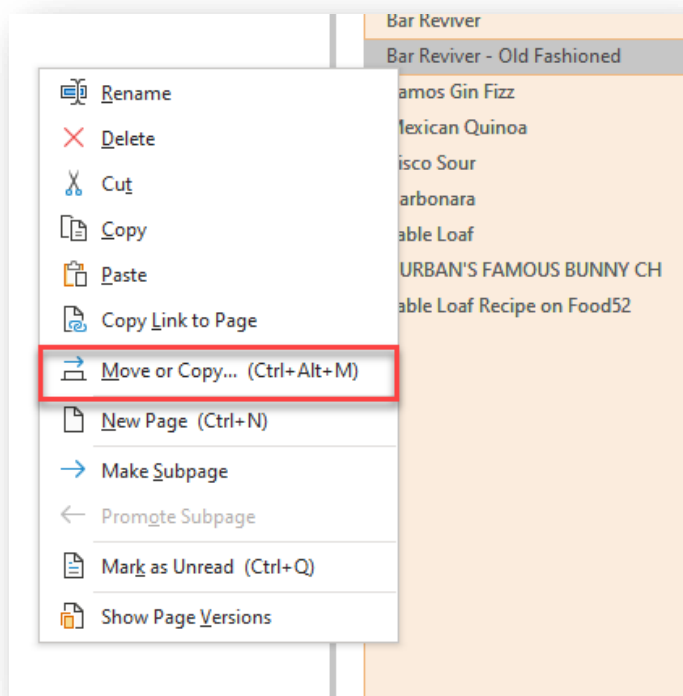
5. In the Move or Copy Section dialog choose the destination notebook and section group desired. (For this example, I have created a destination Section Group called **Restore Here**.)



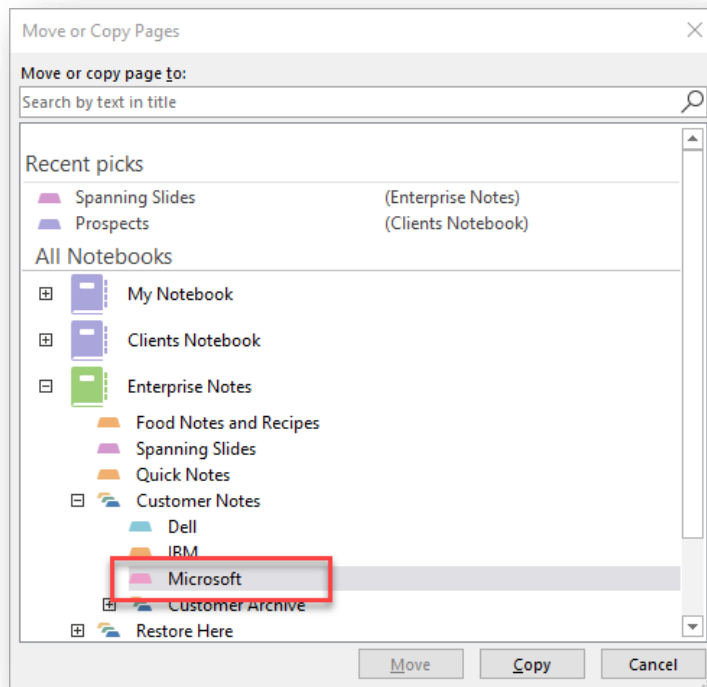
6. Choose **Copy**.
7. Return to the destination Notebook and you will see your restored content.



8. Alternatively, if you only want to restore a page, you can right click the page from the pages list and choose **Move or Copy**.

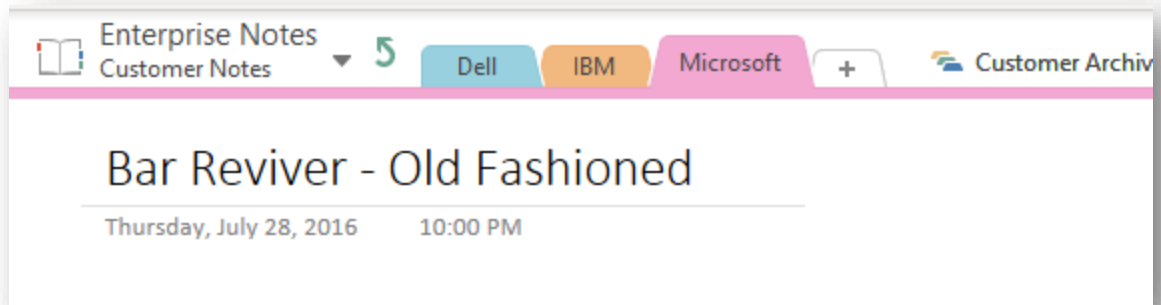


9. In the Move or Copy Pages dialog, choose the destination Notebook and Section.

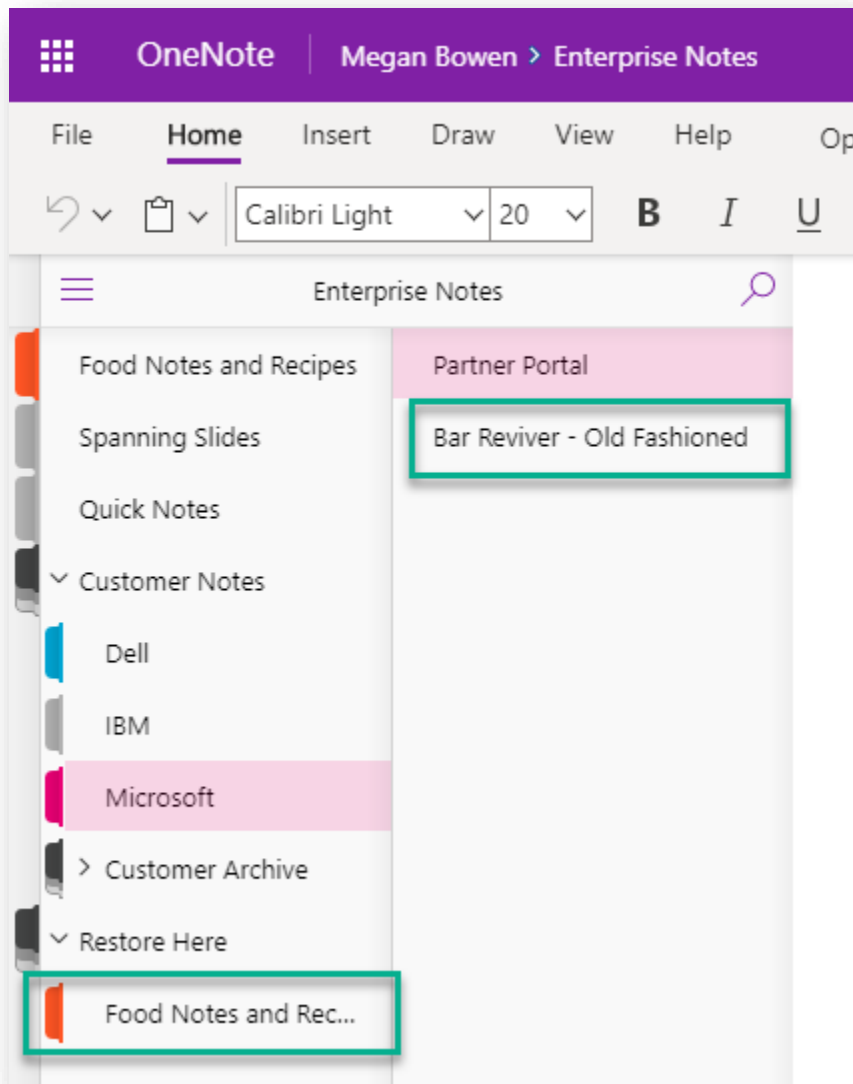


10. Click **Copy**.

11. The page should be copied to the destination.



Note, if the destination notebook is in OneDrive or SharePoint you will need to synchronization the Notebook. This should happen automatically, though in some cases you will have to force the synchronization before the restored Section and Pages appear in the web version of the app.

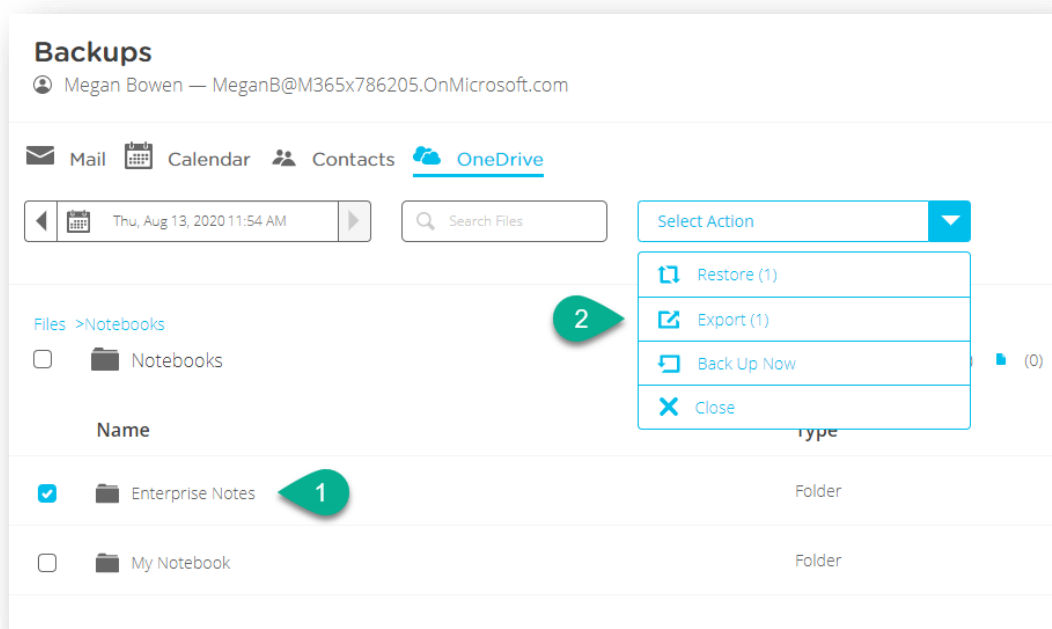


Microsoft OneNote 2016 – Restore a Section Group or Entire Notebook

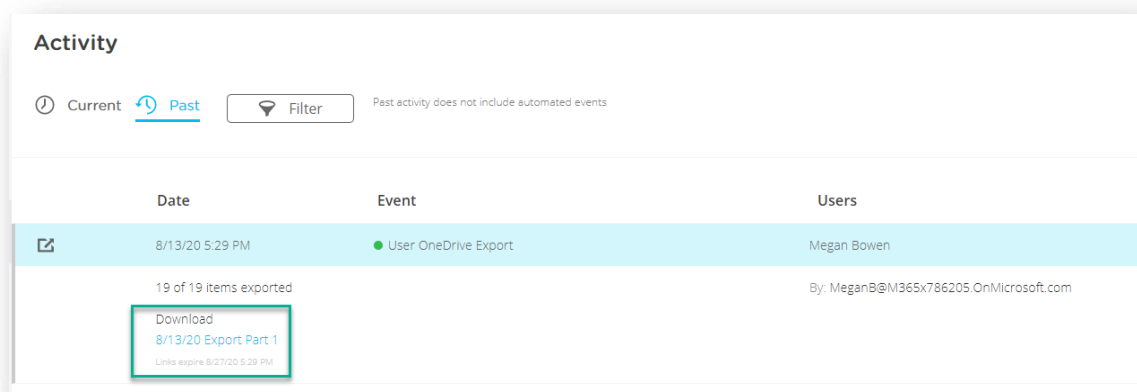
As we said before, the nested structure of a OneNote file is similar to a folder and subfolders. This structure is maintained by the *.onetoc2 file. If you want to restore an entire OneNote Notebook this file is very helpful. Consider the case where an entire OneNote Notebook is deleted (or a section group containing several sections).

In Spanning Backup for Office 365 choose to Restore or Export the containing folder. In this example “Enterprise Notes”.

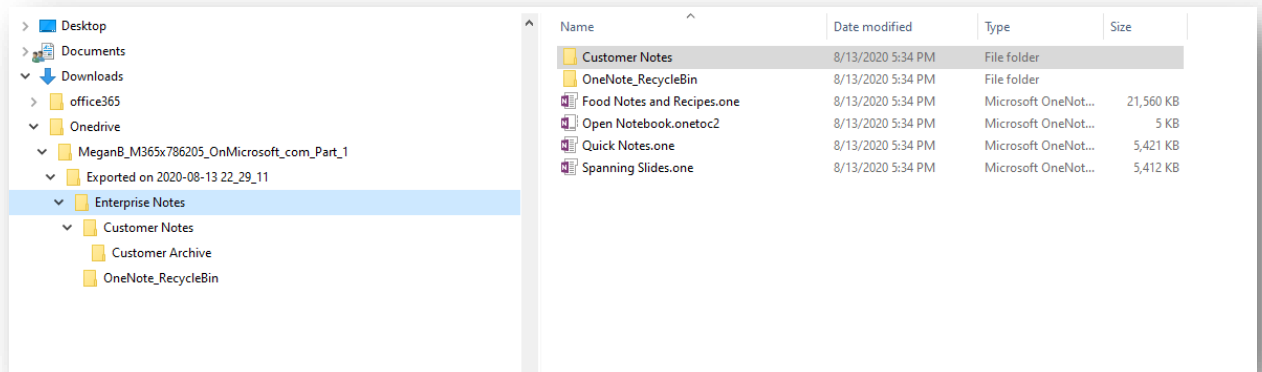
1. Choose the “Enterprise Notes” folder that represents the whole OneNote Notebook.
2. Choose **Export**.



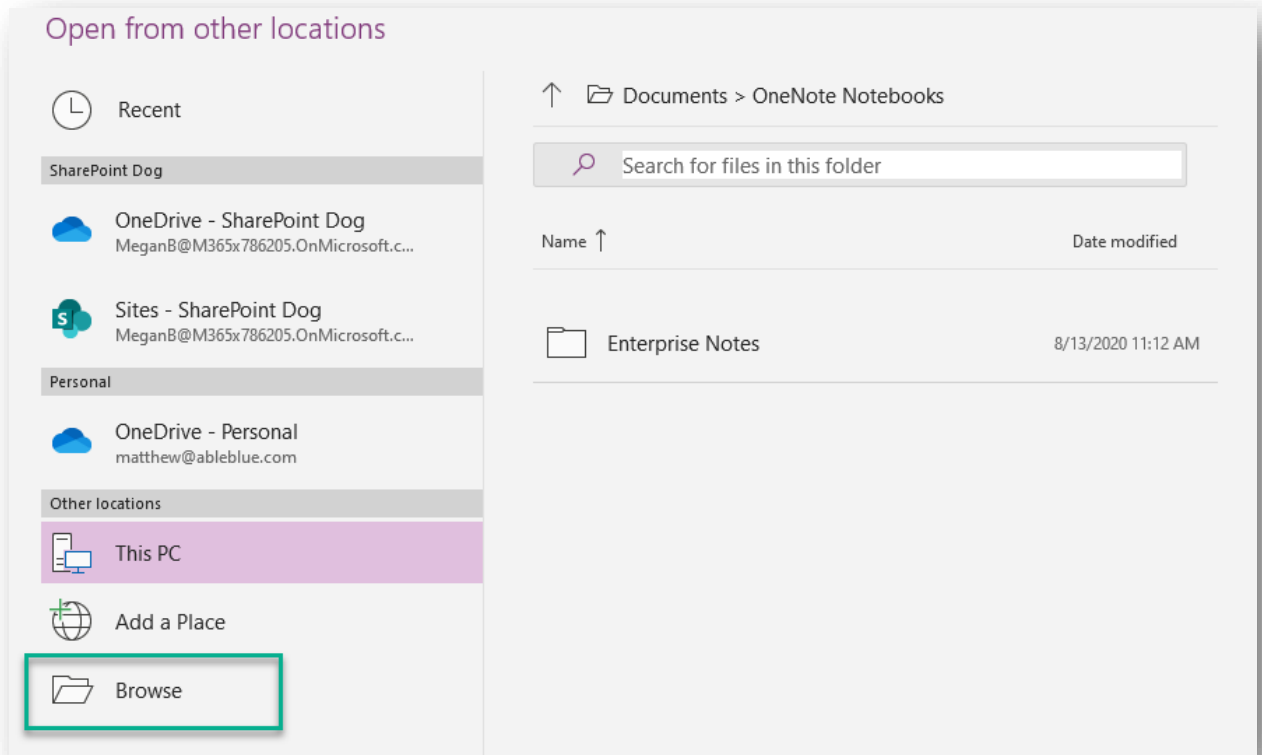
3. Download the export file.



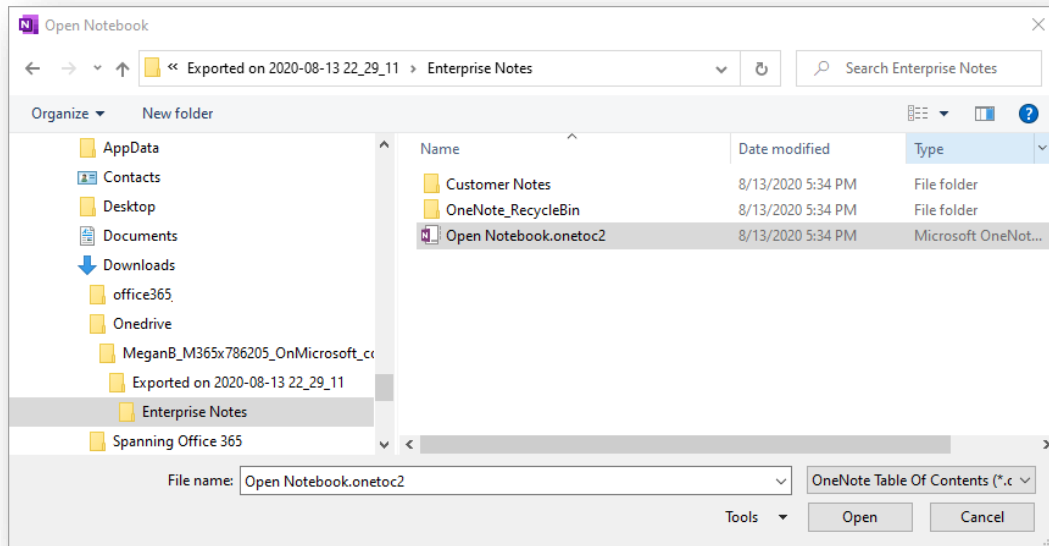
4. Locate the downloaded file and extract it so that you have all the restored files.



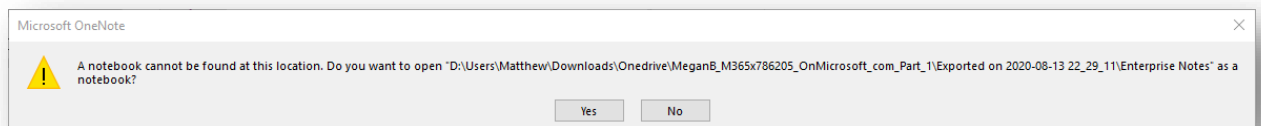
5. Open Microsoft OneNote 2016.
6. Choose File | Open | Browse



7. Browse to the location of the extracted files and choose the **Open Notebook.onetoc2** file.



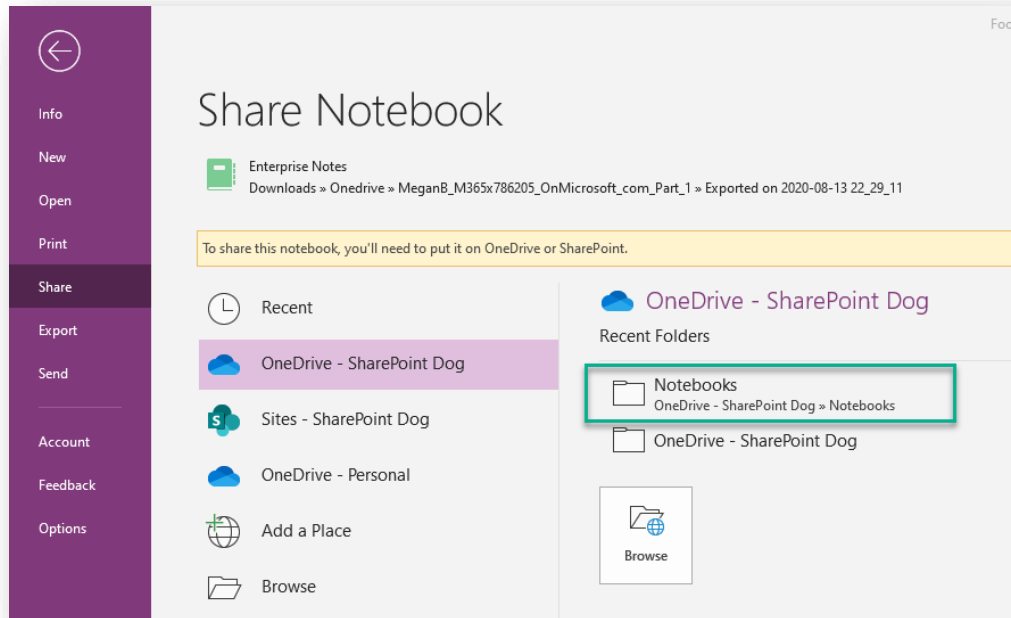
8. You may receive a warning message that a notebook cannot be found. Click Yes to open the directory as a Notebook.



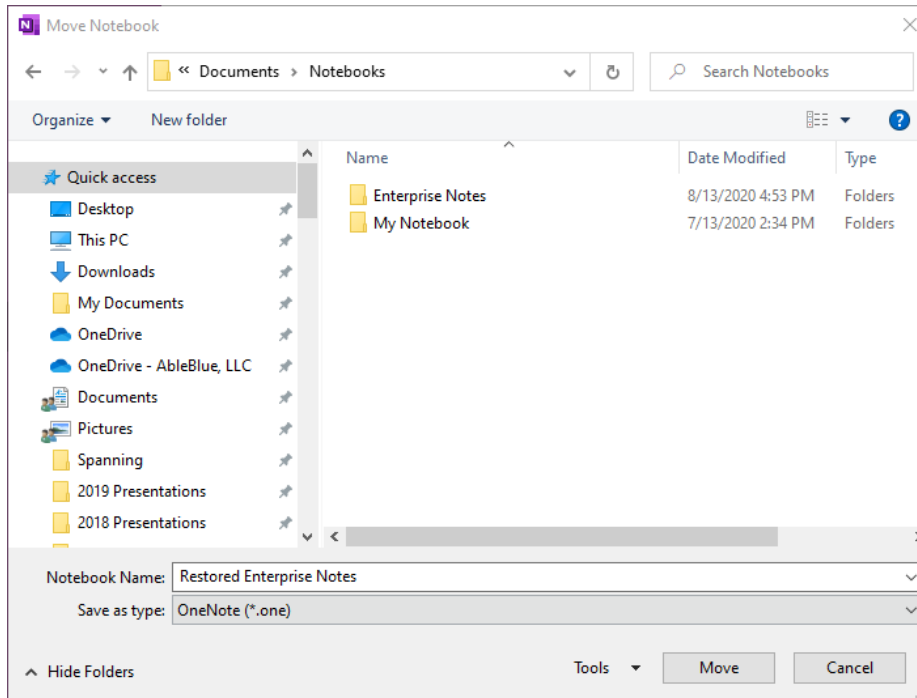
9. When your Notebook loads it will contain the original structure of the backed-up notebook.



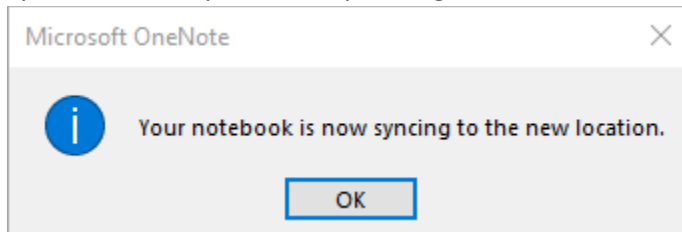
10. The last step is to restore the Notebook to its original location (or an alternate location). Choose **File | Share**.



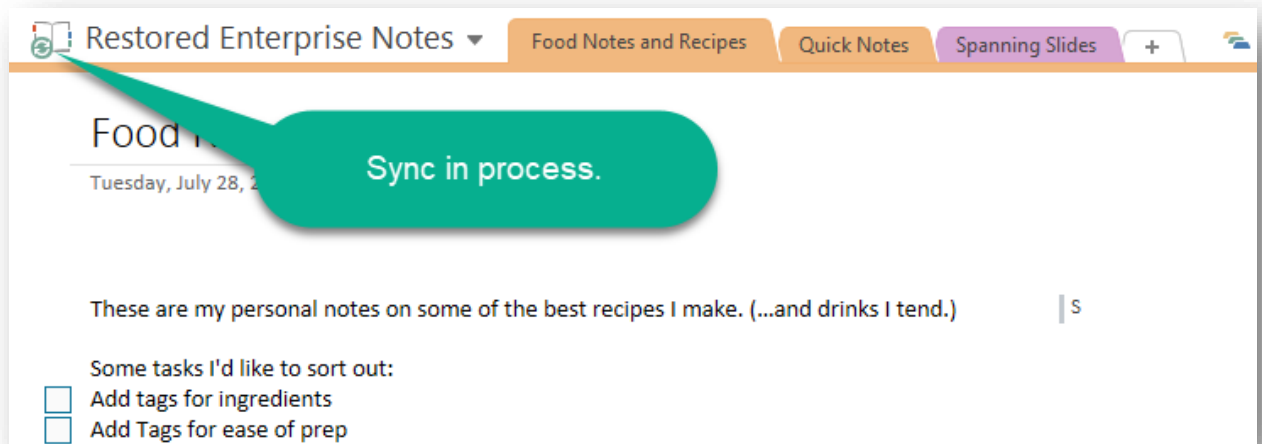
11. In the sharing dialog, choose the location for the Notebook. Usually this will be SharePoint or OneDrive (in the Notebooks folder).
12. Once you have chose the destination provide a Notebook Name. In this example I'll use **Restored Enterprise Notes**. (If the previous notebook was deleted you could use the original notebook name.)



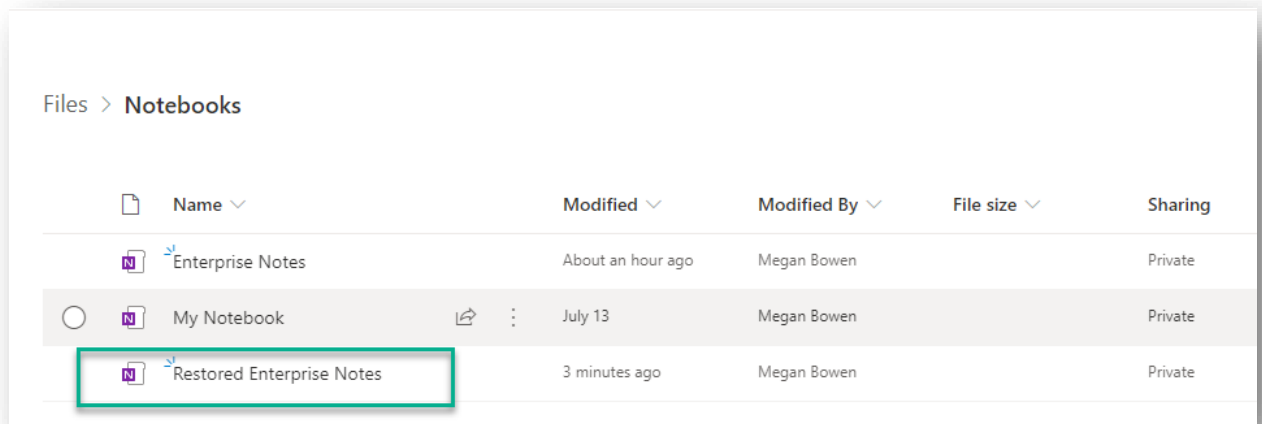
13. Click **Move**. Once the Notebook is “moved” you should see a notification that the notebook is syncing from a new location. (In fact, the notebook was not moved, it was copied and synchronized to your desktop through OneDrive and OneNote.)



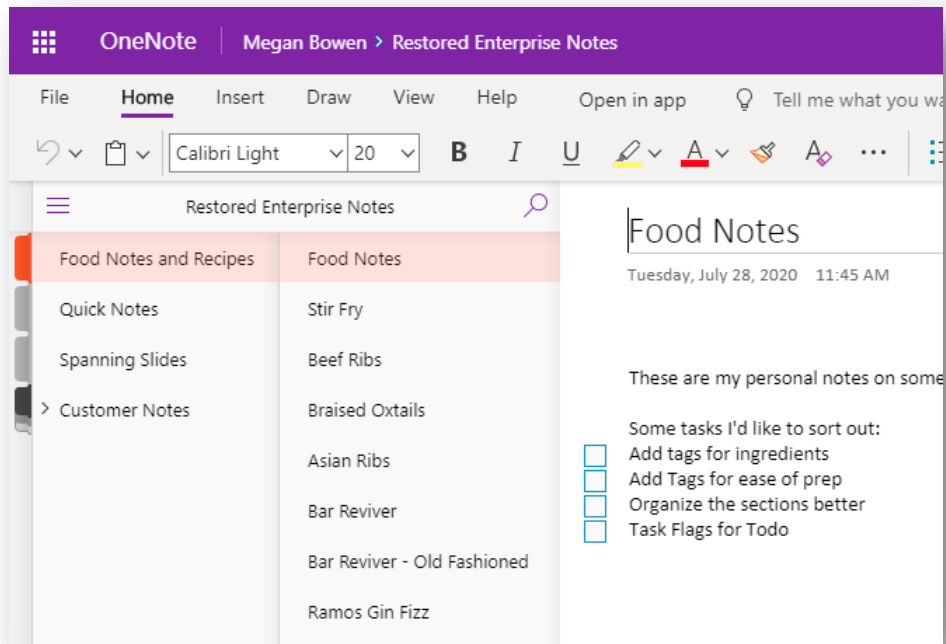
14. You can open your OneNote Notebook by closing backstage. The Notebook may still be synchronizing with the Office 365 location you chose. This is evident from the Synchronization icon.



15. Once synchronization is complete you can browse to the destination and view your OneNote Notebook.



16. Clicking the Notebook will open it in the OneNote Web Application.



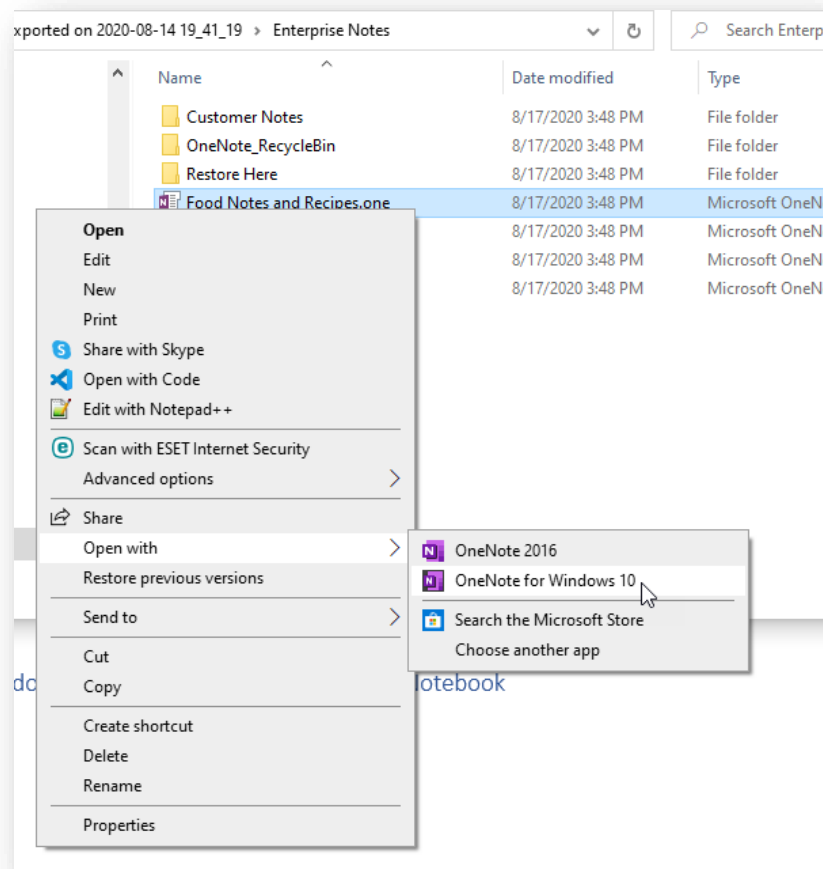
Restore a Notebook with Microsoft OneNote for Windows 10

Working with Microsoft OneNote for Windows 10 is a bit more restrictive than working in OneNote 2016. Initially you must be logged in with a Microsoft 365 Org ID. You need to open a notebook to get OneNote for Windows 10 to perform correctly. The best option is to open the destination notebook for your restore, but it is not essential, you can open the notebook after you import the content and then move it into the final location. Follow the steps below to return your restored content to its original location or an alternate location of your choice.

Like working with OneNote 2016, you will still need to download the Section (.one) file or the entire Notebook folder as you did before. The steps below will assume that you are already working with local content.

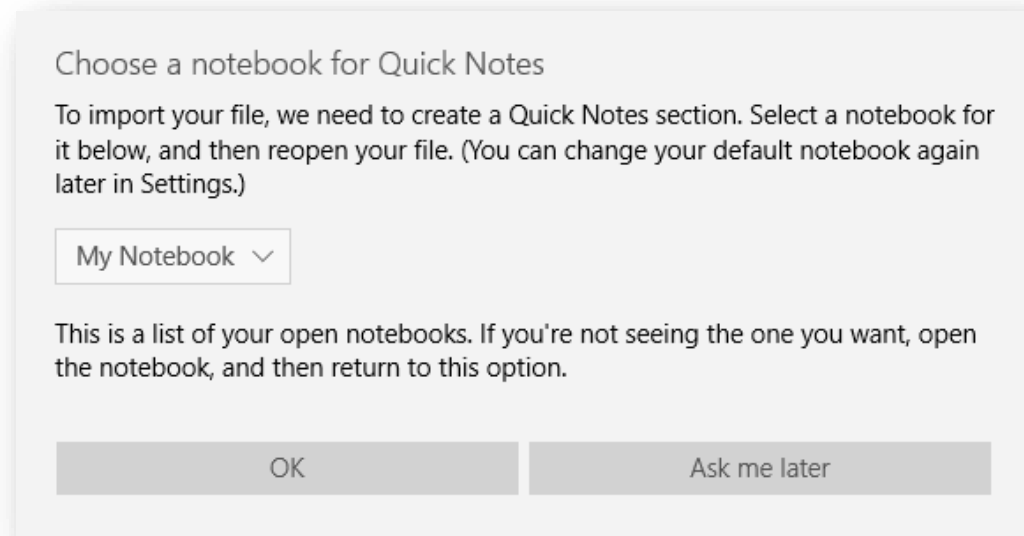
OneNote for Windows 10 – Restore a Section or Page

1. Right click on the Section file containing the section or page that you wish to restore. Choose **Open with | OneNote for Windows 10**.

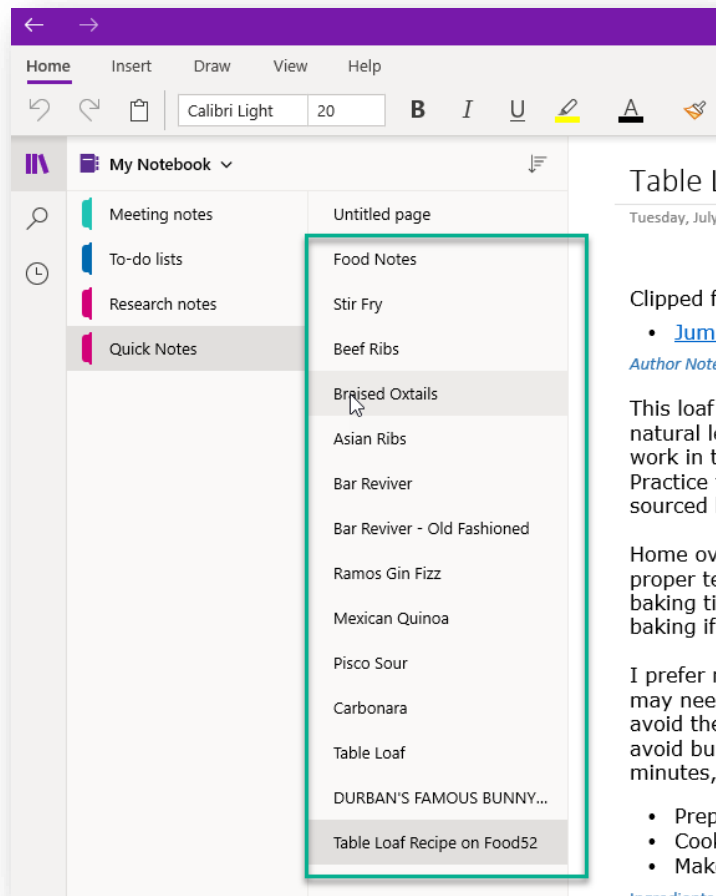


2. Since you already have a OneNote file open, OneNote may ask you to confirm the location of your “Quick Notes”. Generally, you will accept the default location. If you have more than one

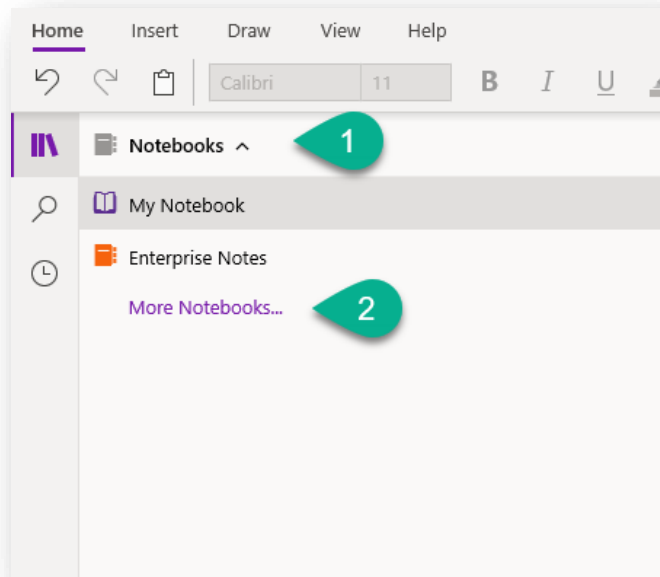
open Notebook you may choose to change this location now or later. Choose the option that suits you.



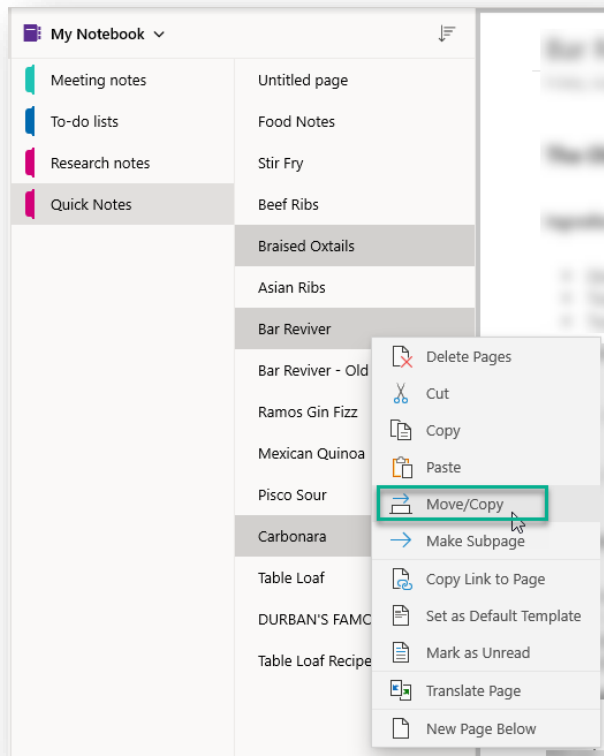
3. If OneNote did not open the section file in the previous step. Try it again now. Right click the file, choose **Open with | OneNote for Windows 10**. This is where you will see the biggest difference in file handling between OneNote for Windows 10 and OneNote 2016. The pages in the section file are “imported” into the Quick Notes section of the open Notebook.



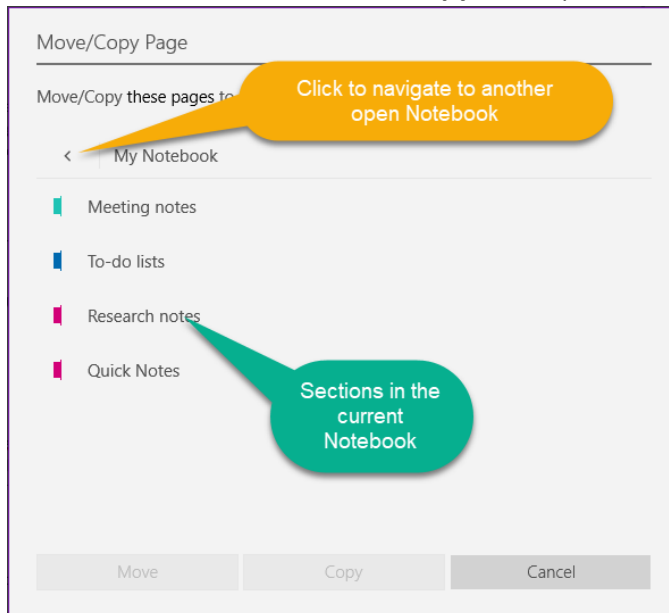
4. If you imported the Section into a different Notebook than the destination, Open the destination Notebook by clicking the Notebook selector and choosing **More Notebooks**. If you already have the destination notebook open, you can skip this step.



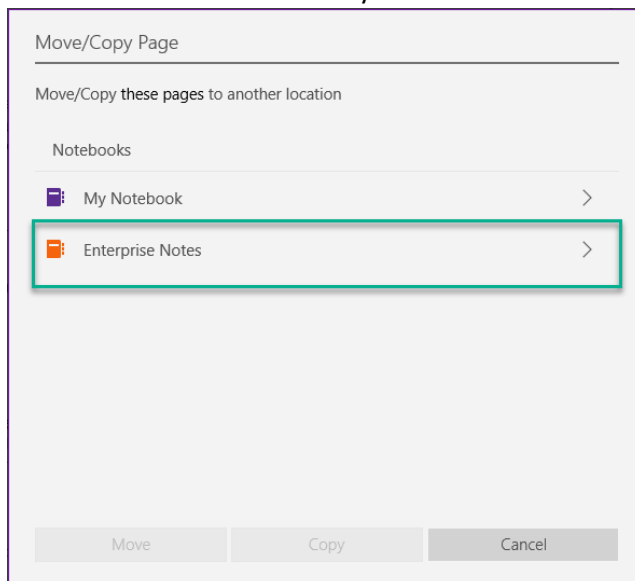
5. Return to the Notebook and Quick Notes section containing the restored pages. Select the Page or Pages you wish to restore, right click one and choose **Move/Copy**.



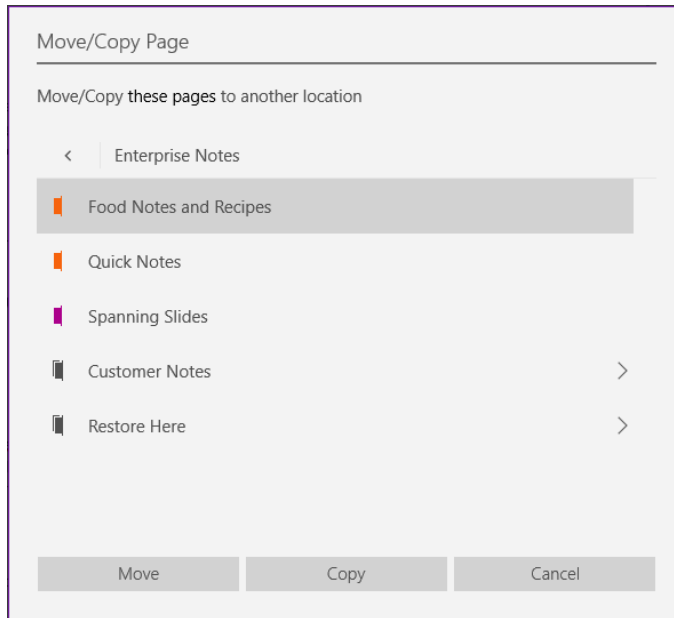
6. In the Move/Copy Page dialog, if you are moving them in the current Notebook you can navigate the sections and choose **Move** or **Copy** to complete the action.



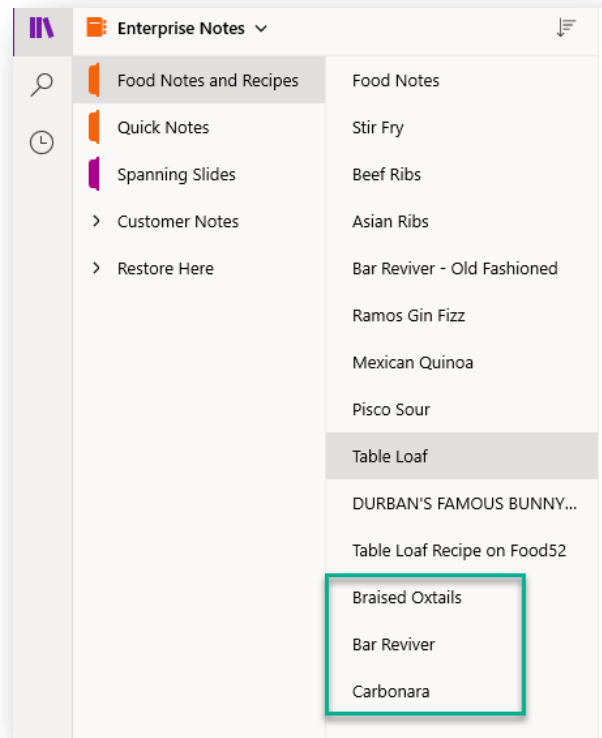
7. If you wish to Move or Copy the content to another open Notebook choose the < arrow and locate the other notebook as your destination.



8. Locate the Section and click **Move** or **Copy**.



- Return to the destination Notebook and your pages should be available at the bottom of the section where you copied or moved them.



Restoring content with OneNote for Windows 10 is a bit more cumbersome, but as you can see, it's not hard once you know how OneNote for Windows 10 handles local files.

OneNote for Windows 10 – Restore a Section Group or Notebook

Unfortunately, OneNote for Windows 10 lacks the features to open and restore an entire OneNote Notebook or Section Group the way that OneNote 2016 does. If you need to restore an entire Notebook, use OneNote for 2016.