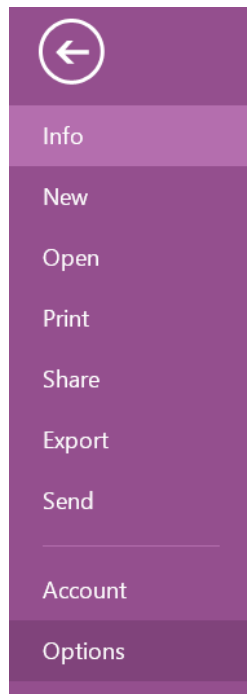


## How to change “Send to OneNote” settings

In OneNote, click on “File” and then “Options”



In the options menu, click on “**Sent to OneNote**” over on the left.

You will now be presented with 7 drop down menus which you can change.

If you’re not sure what to set, it may be most helpful to set them all to “Always ask where to send.”

