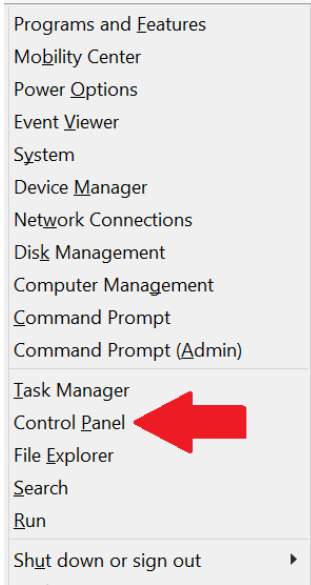


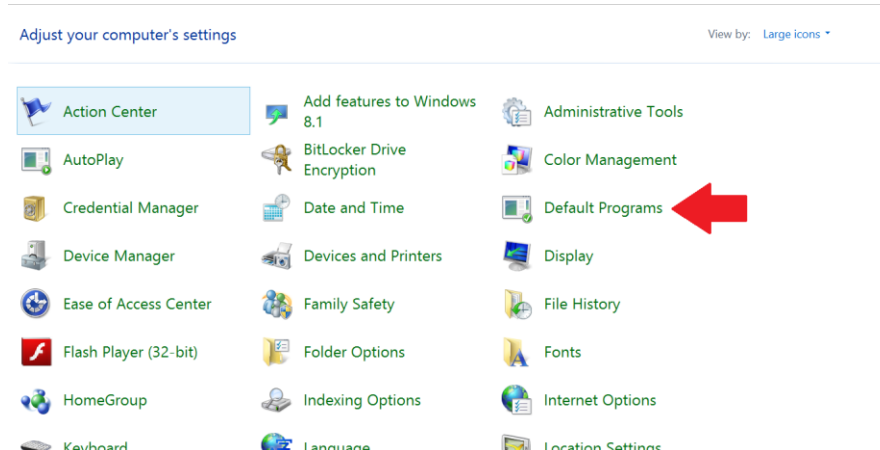
Open OneNote Using the Desktop App Instead of the Modern App Version

1. Access the **Control Panel**. This can be done the following ways:
 - Press the windows symbol key and the "X" key at the same time. On the menu that appears you will see **Control Panel**.



- Go to the Start Menu and begin typing **Control Panel**. The icon for the Control Panel will appear.

2. In the control panel select **Default Programs**

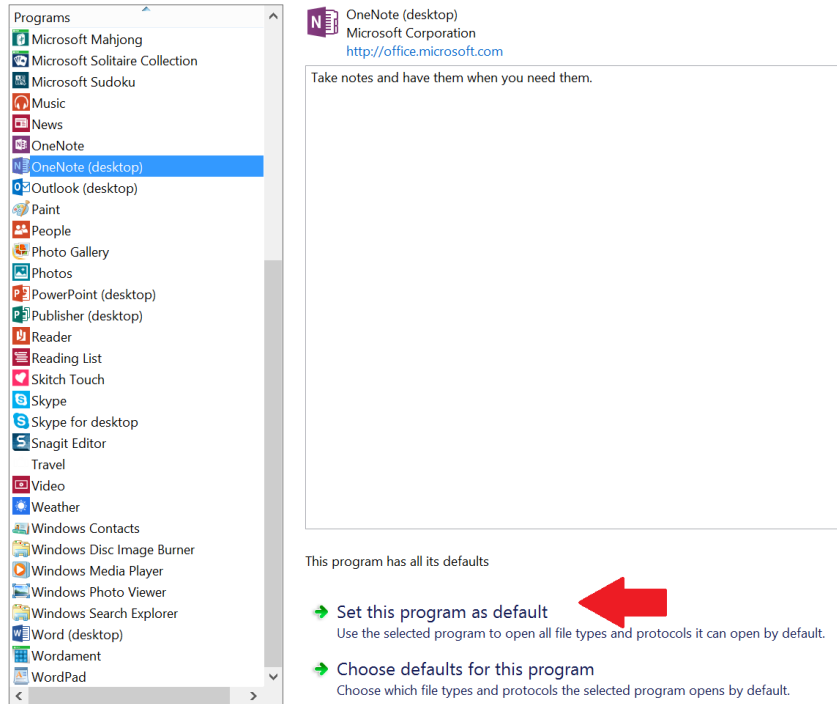


3. Under "Choose the programs that Windows uses by default" select **set your default programs**.

4. On the left side select **OneNote (desktop)** then select **Set this program as default**

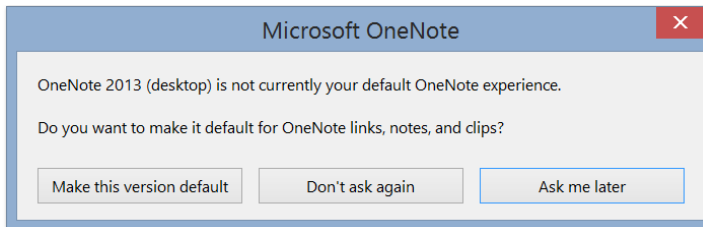
Set your default programs

To set a program as the default for all file types and protocols it can open, click the program and then click Set as default.



5. Select **Ok** to save and exit.

6. When you open the OneNote desktop app, you may see the following:



Select **Make this version default**

7. A new window will appear; Select **OneNote (desktop)**

