Host or participate in a Live Sharing Session

When your computer is connected to the Internet or a network, you can participate in shared note-taking sessions with other OneNote users, such as coworkers. Shared note-taking sessions make it possible for all participants to view and edit each other’s notes in real time.

During a shared note-taking session, you can share one or more specific sections in a notebook. Typed text and handwritten digital ink are transmitted in real time, as though you are watching a participant work on his or her own computer. You can use a telephone or instant messaging to clarify which participants are adding comments or editing notes.

As a OneNote user, you can either start a new shared note-taking session or join an existing session as a participant. When you participate in a shared note-taking session, the names of all of the participants are listed in the **Current Live Session** task pane. If you initiate the shared note-taking session, you can set a password for the session, so that only participants who enter the password can join.
If you initiate a shared note-taking session, you can select the section that you want to share and then invite the participants you want. If OneNote is installed on your computer, when you invite others to a shared note-taking session, an e-mail message is automatically created that contains the invitation to the session, the IP address of the session host's computer, and the password for the session, if one is needed. After you review the message, you can send it to the participants.

Participants can leave a shared note-taking session at any time.

**NOTE:** To learn more about this OneNote Feature, register for one of the scheduled Workshops for June and July by clicking on the link below.

http://www.wilmu.edu/adminaffairs/trainingsessions.html