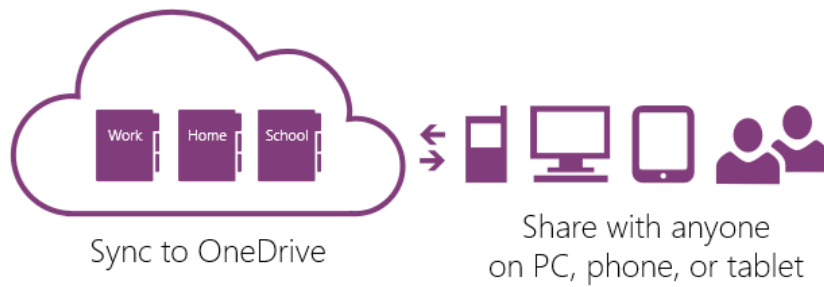


OneNote: one place for all of your notes



[watch the 2 minute video](#)

1. Take notes anywhere on the page

write your name here



2. Get organized

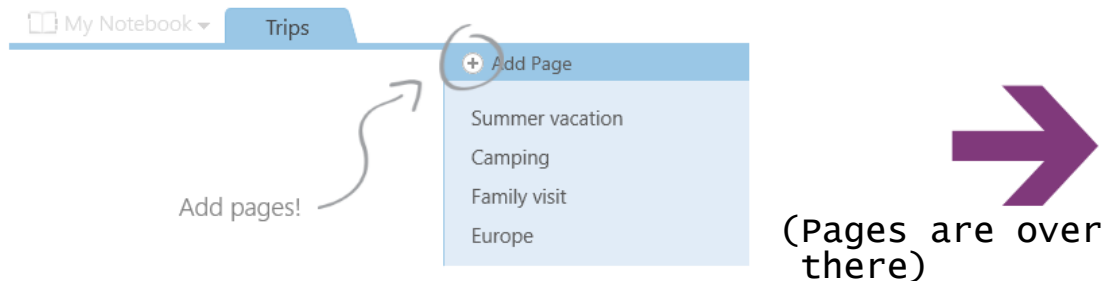
You start with "My Notebook" - everything lives in here



Add **sections** for activities like:

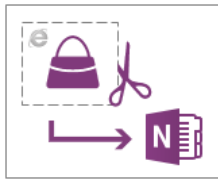


Add **pages** inside of each section:

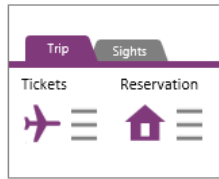


3. For more tips, check out 30 second

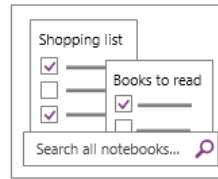
videos



▶ [Clip from the web](#)



▶ [Plan a trip with others](#)



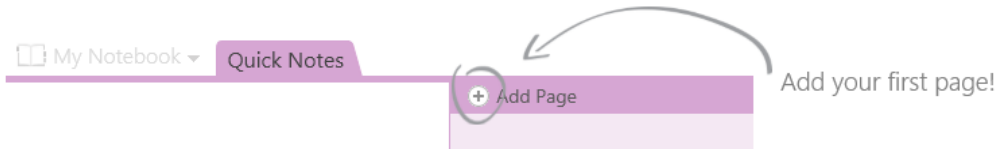
▶ [Search notes instantly](#)



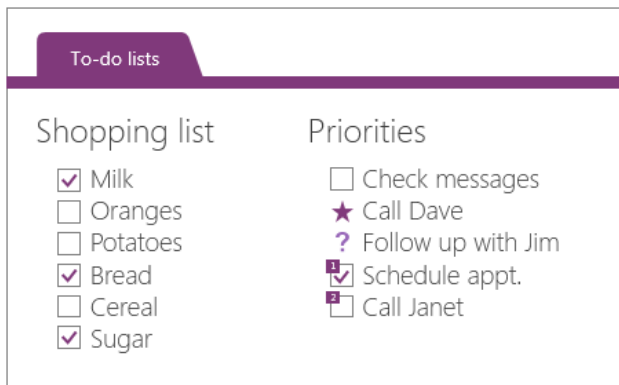
▶ [Write notes on slides](#)

4. Create your first page

You're in the Quick Notes section - use it for random notes



OneNote Basics



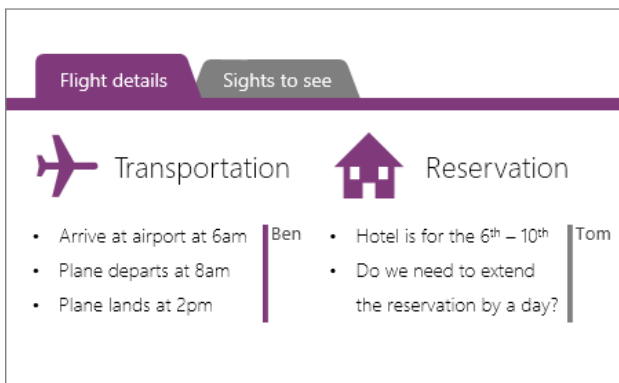
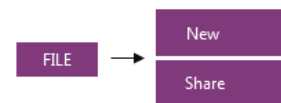
Remember everything

- Add Tags to any notes
- Make checklists and to-do lists
- Create your own custom tags



collaborate with others

- Keep your notebooks on OneDrive
- Share with friends and family
- Anyone can edit in a browser



Keep everything in sync

- People can edit pages at the same time
- Real-Time Sync on the same page
- Everything stored in the cloud
- Accessible from any device



Clip from the web

- Quickly clip anything on your screen
- Take screenshots of products online
- Save important news articles



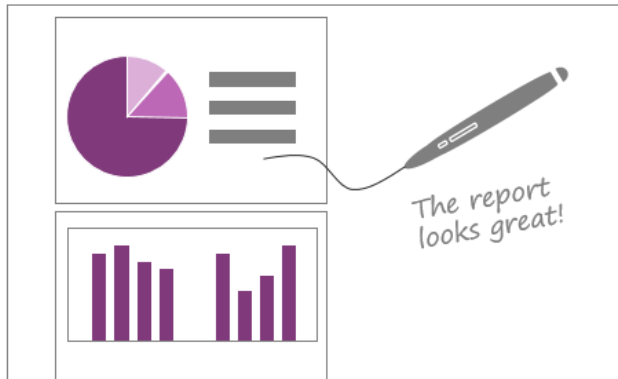
Sunday retreat

	Attending?	Overnight?	Vegetarian?
Chris	Yes	Yes	No
Molly	No	No	No
Peter	Yes	No	Yes
Samuel	Yes	Yes	Yes
Stacy	Yes	No	No

A
Z ↓

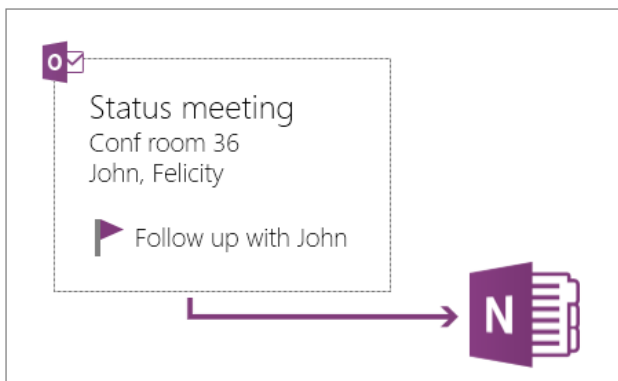
Organize with tables

- Type, then press TAB to create a table
- Quickly sort and shade tables
- Convert tables to Excel spreadsheets



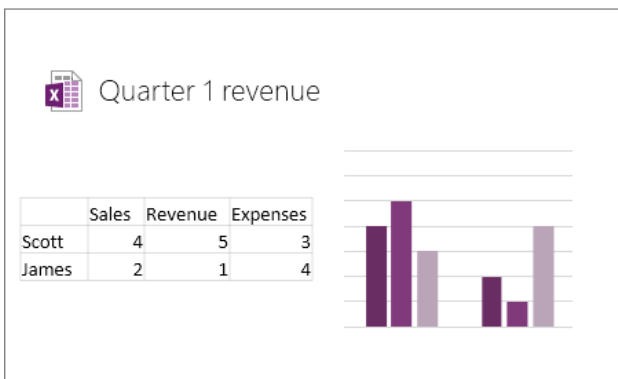
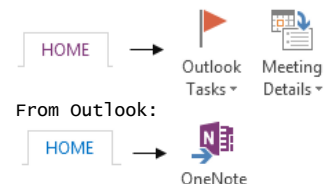
Write notes on slides

- Send PowerPoint or Word docs to OneNote
- Annotate with a stylus on your tablet
- Highlight and finger-paint



Integrate with Outlook

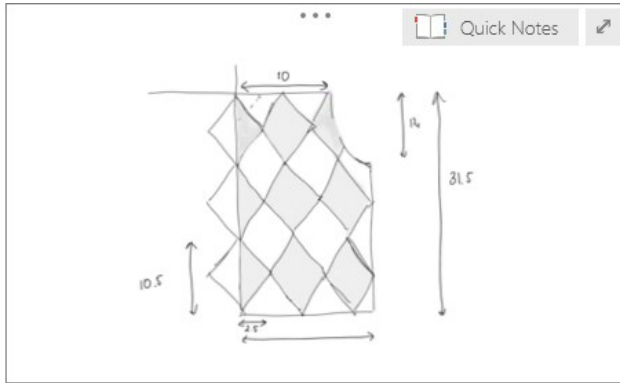
- Take notes on Outlook or Lync meetings
- Insert meeting details
- Add Outlook tasks from OneNote



Add Excel spreadsheets

- Track finances, budgets, & more
- Preview updates on the page





Brainstorm without clutter

- Hide everything but the essentials
- Extra space to focus on your notes



in the top corner of the page



Take quick notes

- Quickly jot down thoughts and ideas
- They go into your Quick Notes section



in your taskbar

OR



+ N on your keyboard