

Using OneNote to Manage Your Notes and Much More



Presented By
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Learning Goals

After attending this presentation, you will ...

- recognize the value proposition for integrating the OneNote app into your daily work.

Presentation Outline

- OneNote Orientation
- Group Lab Exercise
- Wrap-Up

What is OneNote?

Digital version of a paper notebook binder

Replaces folders, binders, notepads and sticky notes

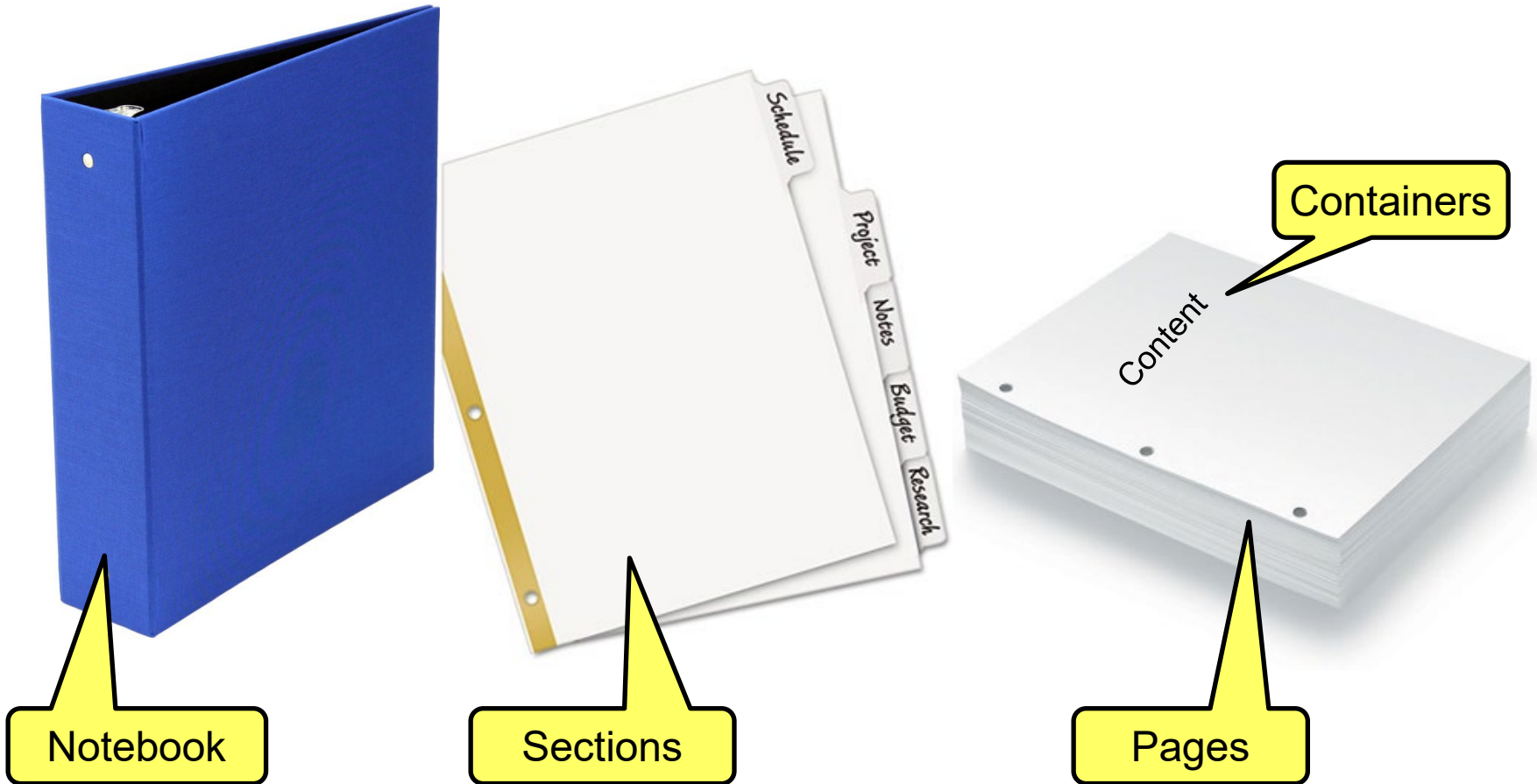
Central note-taking and content management repository

Capture ideas and information in digital format

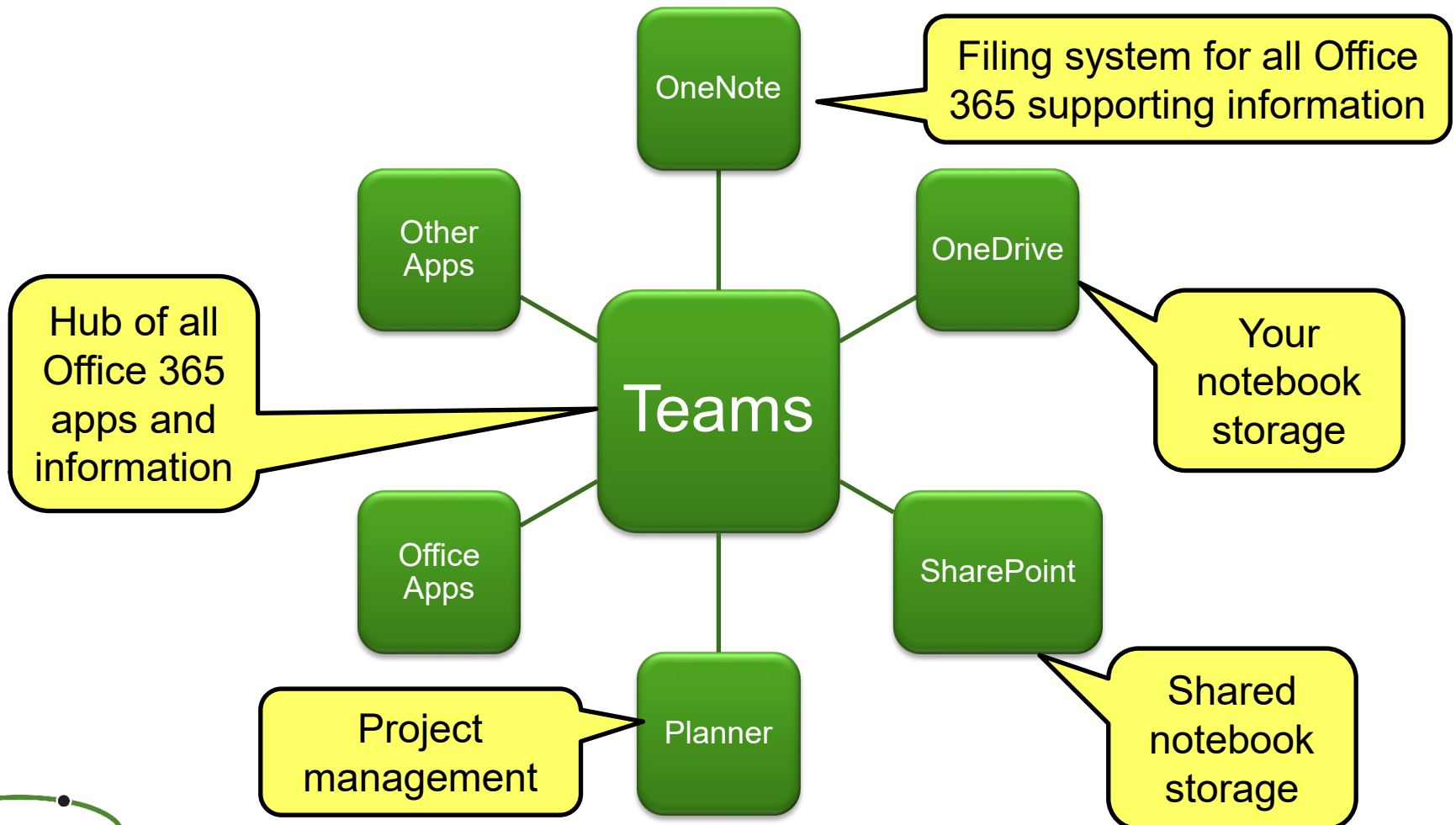
Included with Microsoft Office and Windows

Shareable

OneNote Organization



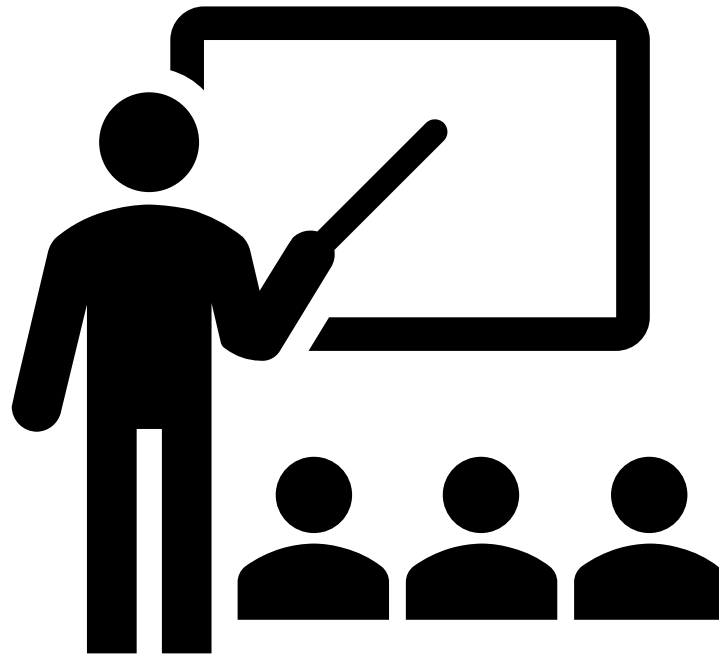
Office 365 Ecosystem & OneNote



Group Lab Exercise

- Create notebook
- Create section
- Create page
- Add content
- Tag content
- Email the page
- Share the notebook
- Send email to OneNote

WRAP-UP



Presentation Wrap-Up

- OneNote is “low hanging fruit”
- The utility of OneNote is far reaching
- All the versions of OneNote work in harmony
- Leverage the notebook sharing capability
- Link notebook to team
- Start simple and build from there

Questions ?



THANK YOU!

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