

April Spotlight Session
Microsoft OneNote

Digital Notebook for Organised Thinking



This session is being recorded

- Everyone is muted
- For Microsoft 365 Business Standard to Premium licenses
- Post questions in the chat box
- A post-session email will be sent out



Agenda

- Structuring notebooks for work, projects, and meetings.
- Syncing notes across devices.
- Time-saving tips for productivity and collaboration.



Work Notebook

Administration

Meetings

Product Ideas

Onboarding

Email List

Customers

Schedules

Resources

Inventory

> The Team

+ New section

Travel Journal

Wishlist

Italy

Iceland

+ New section

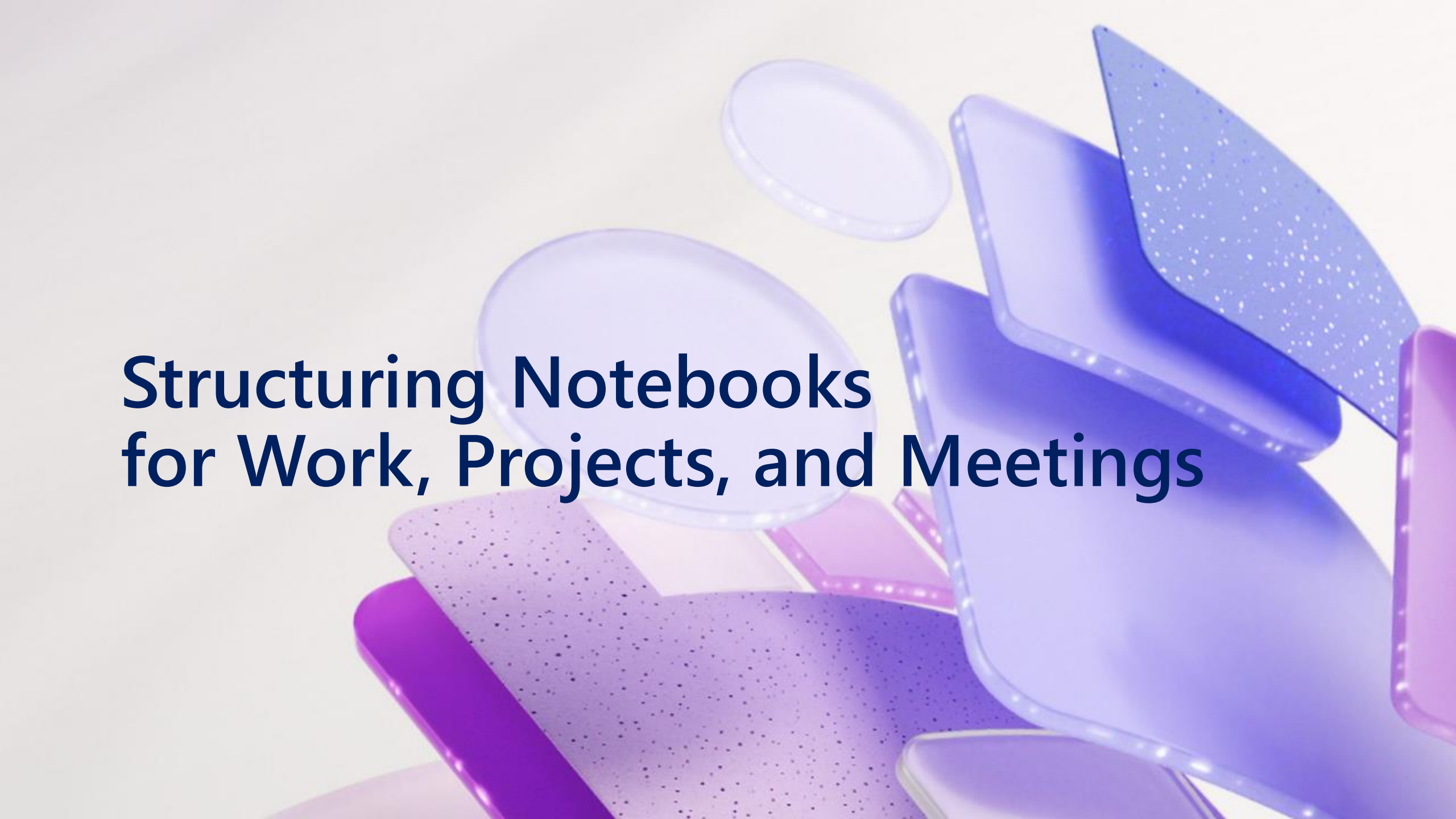
 Quick notes

 Add page



Saddle Inventory

PRODUCT	NAME / SKU / PRICE	QTY	SUPPLIER
	CONTOSO X Series Leather Sku No. 123 456 \$ 114.99	50	 Contoso_Inventory.doc Contoso 954 Elliot Ave. Seattle, WA 206-491-7041
	Proseware Road Leather Sku No. 123 457 \$ 87.99	5	~~Proseware~~ ~~1649 Jarvis St.~~ ~~Buffalo, NY~~ ~~716-856-8055~~



Structuring Notebooks for Work, Projects, and Meetings

Best practice tips

Create a notebook for each major area of responsibility

Use consistent naming conventions for sections and pages

Create templates for recurring content like meeting notes

Use section groups for projects with many components

Colour-code sections for visual organisation

Saddle Inventory

Wednesday, August 7, 2024

PRODUCT	NAME
	CONT Sku No \$ 114.9
	Prose Sku No \$ 87.9

Syncing Notes Across Devices





Search



Q Games, Apps, Stories and More



Suggested >



Google Chrome

Fast & Secure, by Google

Ad

Open



PAW Patrol
Rescue World

Preschool Toddler Kids Ga...

In-App Purchases

Get



Color Pop AI -
Colouring Games

Paint, Art book & drawings

In-App Purchases

Get

Browse >

Top Apps



Top Games



Photo &
Video



Productivity



Today



Games



Apps



Arcade



Search

OneNote on a mobile

For Android

- Create notebooks, sections and pages
- Share web content, articles, images, videos, and files with OneNote.
- Quickly capture your thoughts with Sticky Notes.
- Add your favourite page, section, or notebook to the Home screen for quick access.
- Search your notes
- Create notes, audio notes, and picture notes right from your phone's home screen with OneNote Widget.

For iPhone

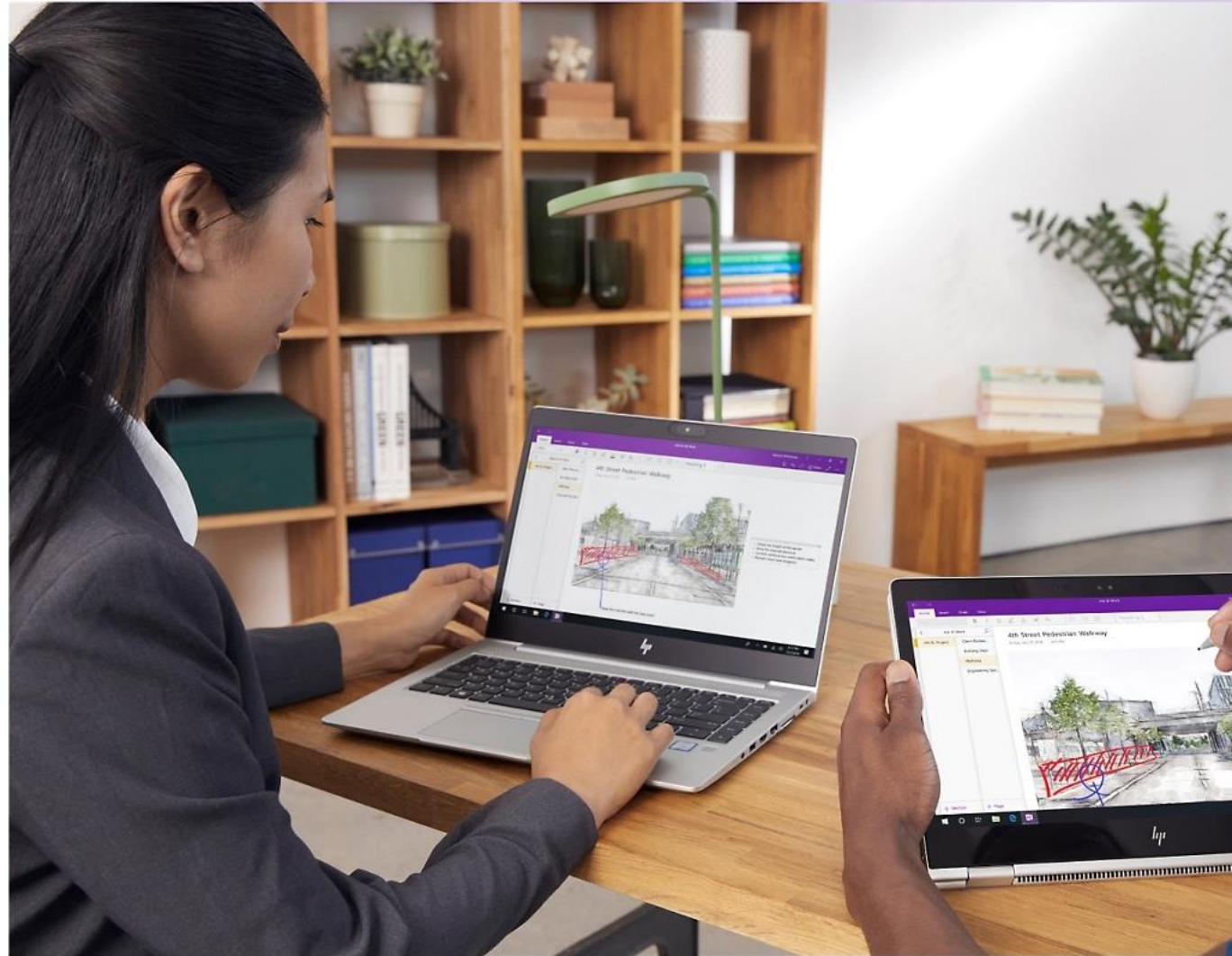
- Create notebooks, sections and pages
- Take handwritten notes
- Insert files from cloud storage
- Share content from other apps
- Create quick notes and sticky notes
- Search notes
- Sync across devices
- Protect notes with a password
- Use touch ID/Face ID to access notes securely
- Record Audio or Video notes
- Choose between grid view or list view

Troubleshooting

Check your internet connection

Right-click on the notebook and select 'Sync This Notebook Now'

Ensure you're signed in with the same account across devices





Time-saving Tips for productivity and collaboration

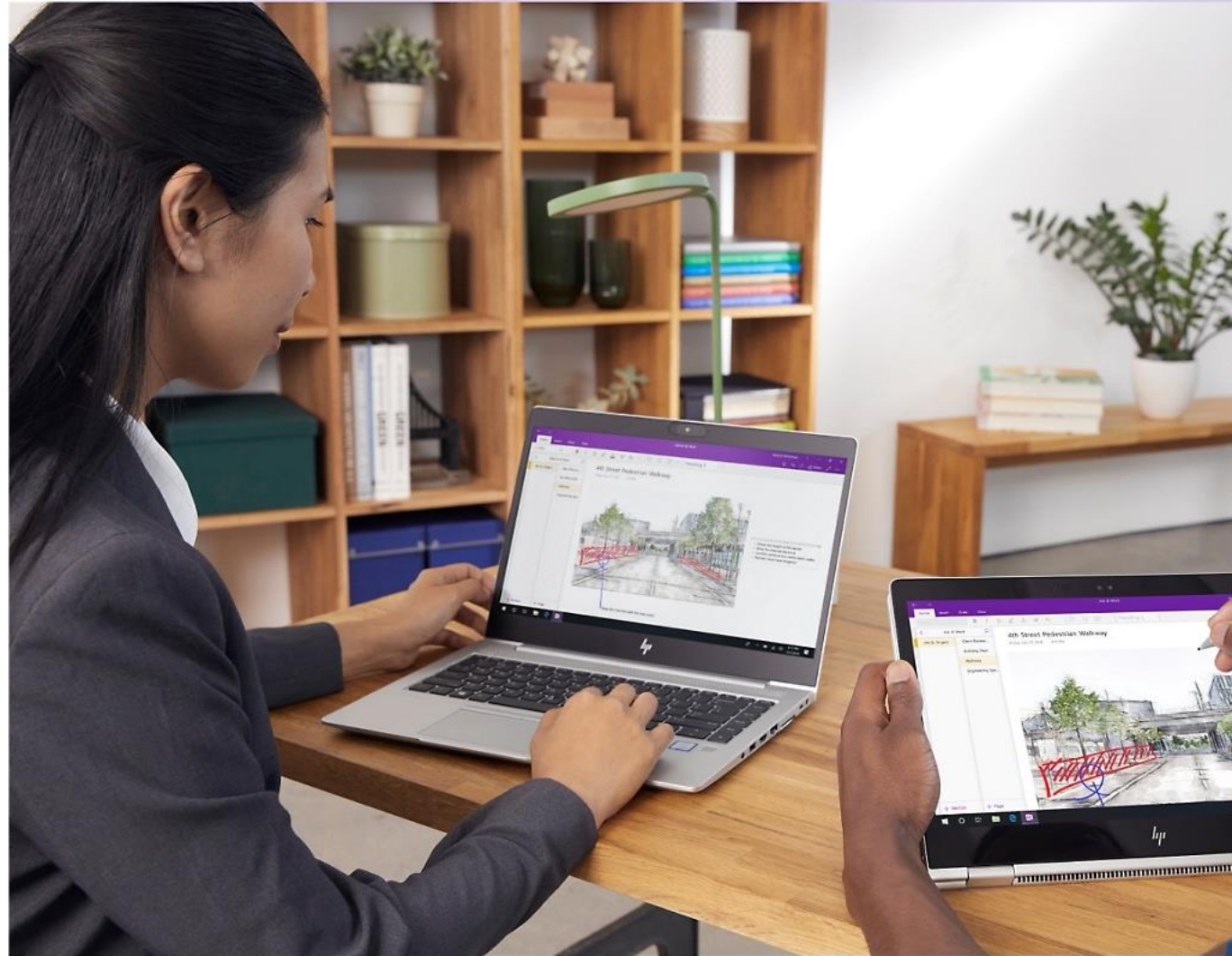
Meeting notes

Available in the Desktop application

Easily take notes for a meeting in OneNote

OneNote will create a new page with the meeting details

These notes are linked to the calendar event for easy reference



Project Review Meeting

Friday, 11 June 2021 10:48 AM

|

Meeting Date: 11/06/2021 11:30 AM

Location: Microsoft Teams Meeting

Link to Outlook Item: [click here](#)



Invitation Message (Expand)

Participants (Collapse)



[Cameron Dwyer](#) (Meeting Organizer)



[Steve@SomePlace.com](#)



[John@AnotherPlace.com](#)



[Linda@SamePlace.org](#)

Notes

+ Add Page

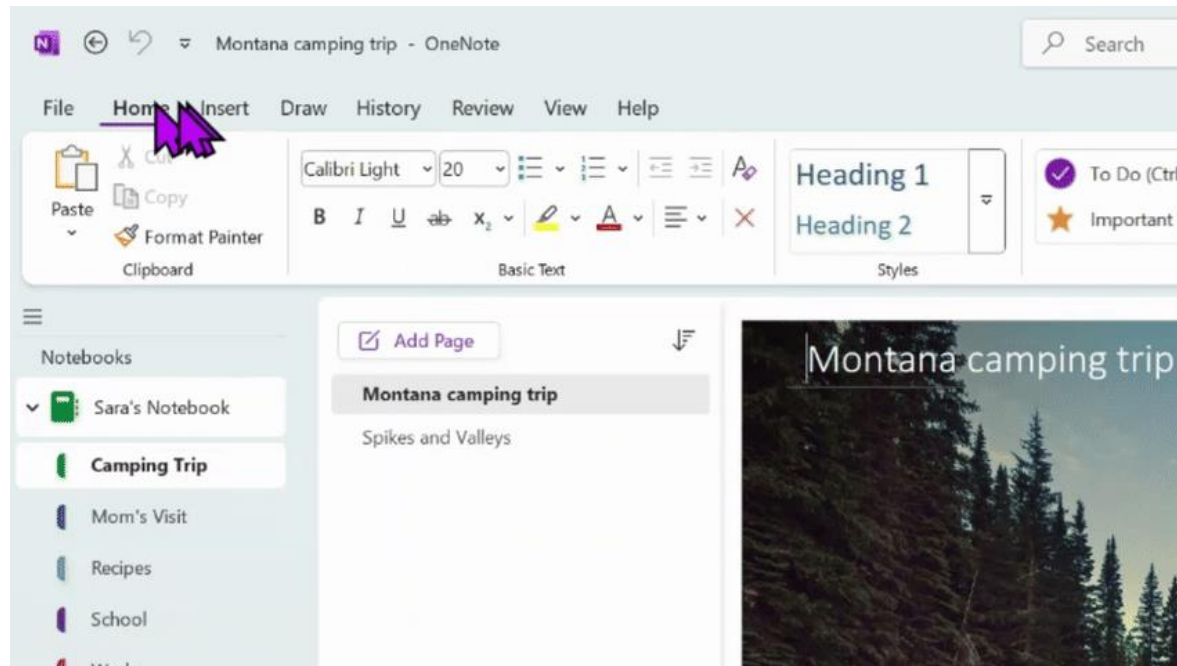
Project Review Meeting

Page title set to meeting subject

Link to open the meeeting

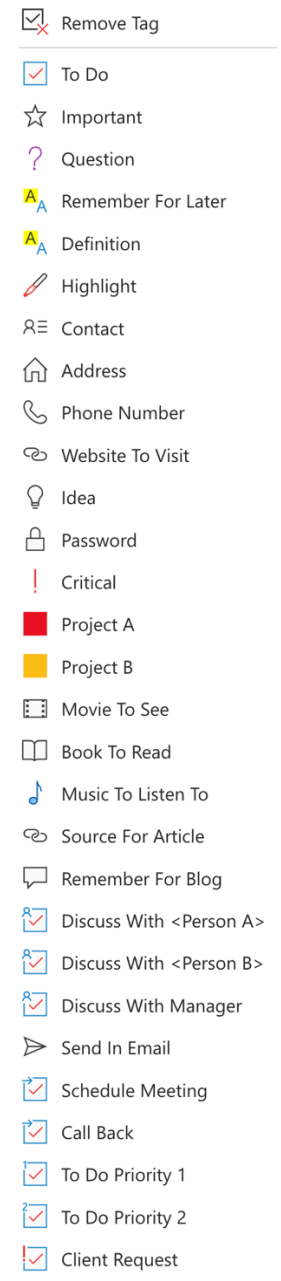
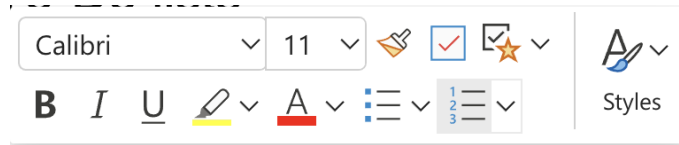
All the participants with
correct spelling!

Version history



Under History, you can locate a version of your notebook based on timeframe or author, view all previous page versions, and delete certain versions you no longer need.

This feature is only available to OneNote on Windows, OneNote for Mac, and OneNote for the web users.



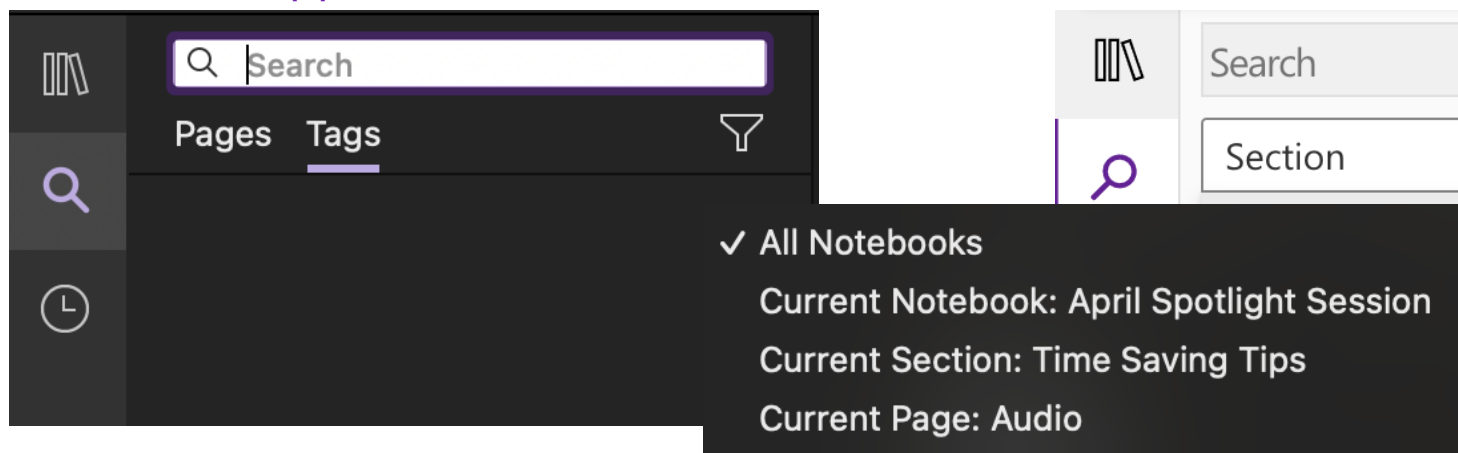
Tags and To-do list

1. Tags help you categorise and find information quickly. Click on 'Home' and then 'Tags' to see the options.
2. Create interactive to-do lists by adding checkboxes. Simply click on 'Home' and then 'To Do Tag' or press Ctrl+1.
3. You can search for specific tags later, such as finding all incomplete to-do items across notebooks.

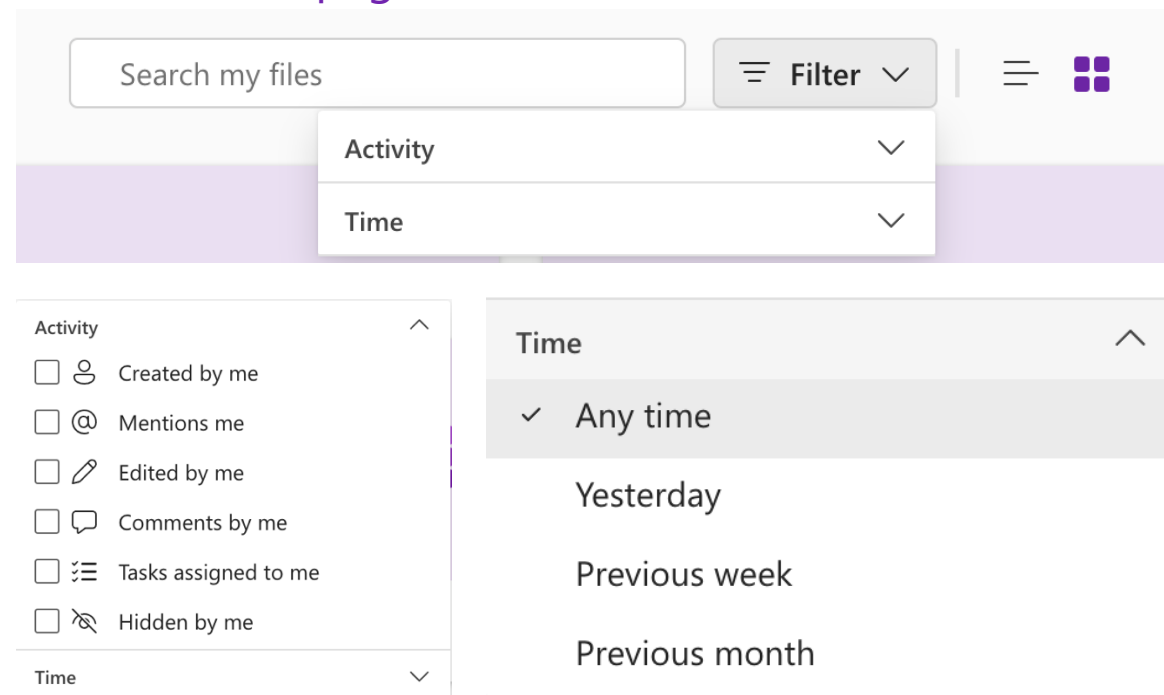
Search

You can search for text in typed notes, handwritten notes, and even words shown in images.

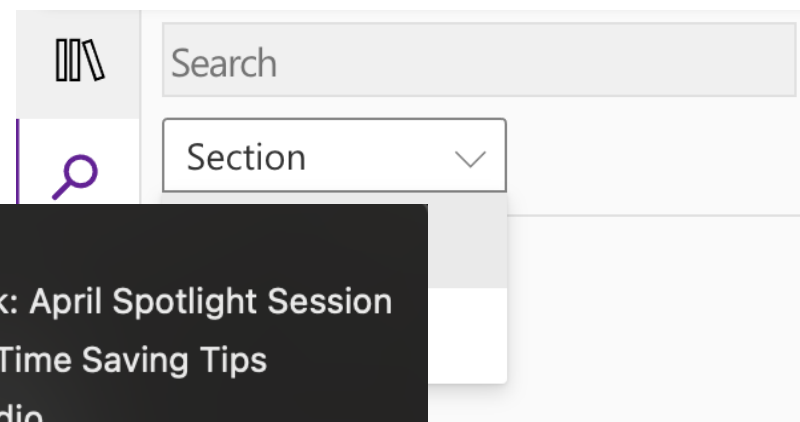
Within the App



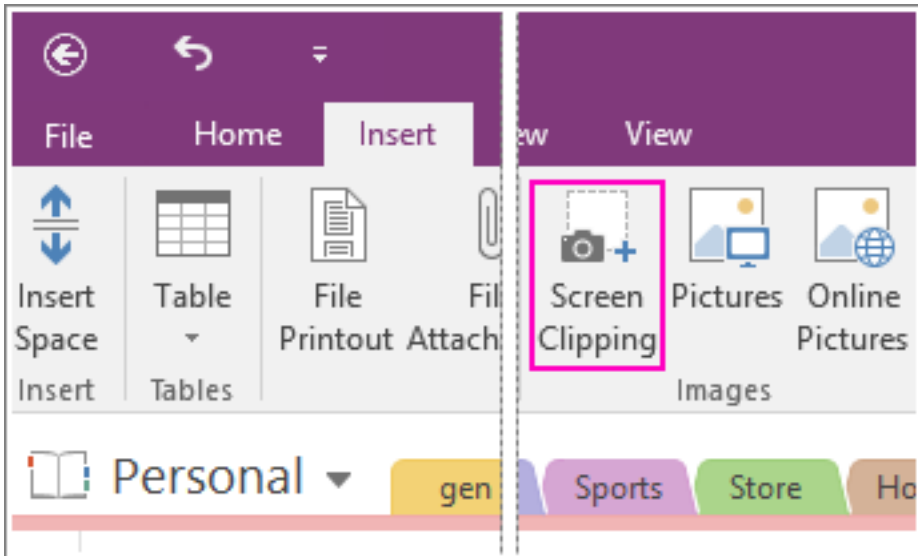
Online Homepage



Online within a OneNote



Screen Clipping



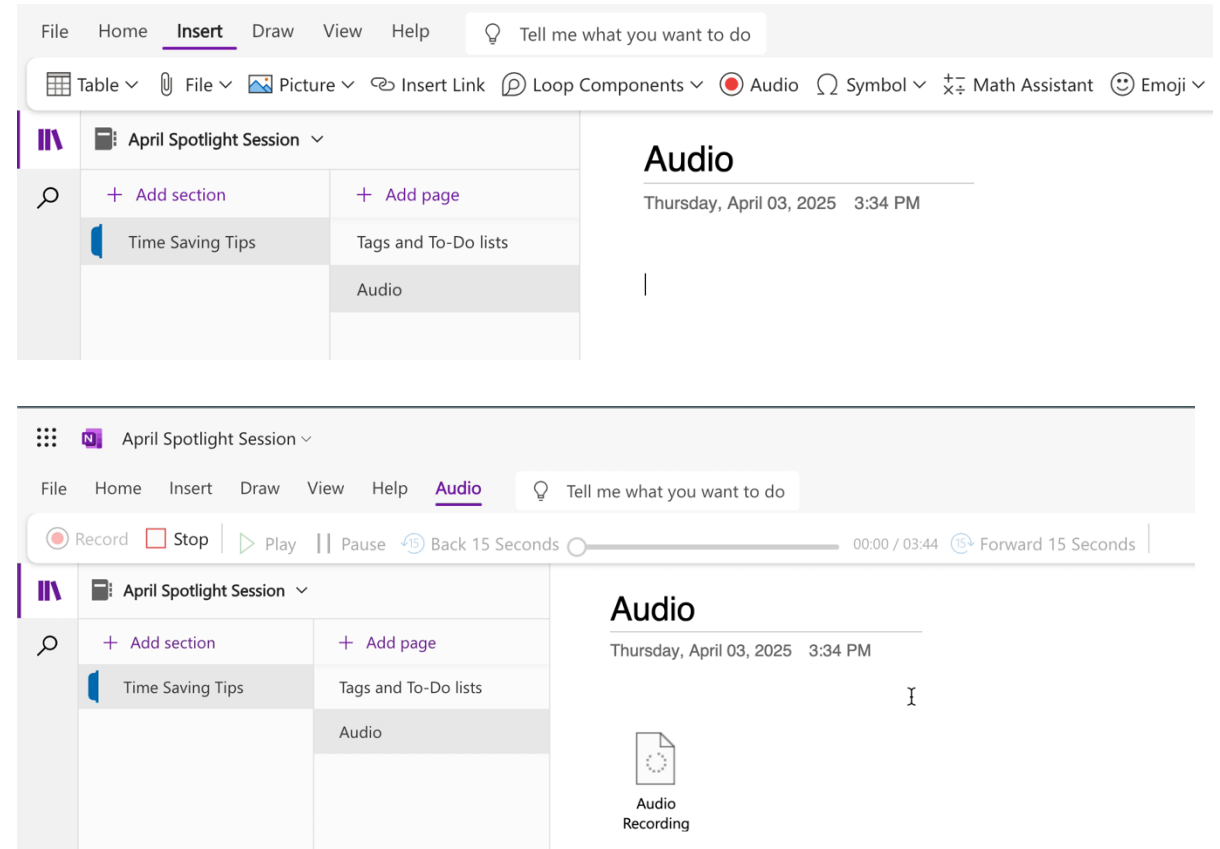
Capture anything on your screen with OneNote's Screen Clipping tool. Press **Windows+Shift+S** or use the '**Insert**' tab and select '**Screen Clipping**'

New quick note **Windows+N**

Open OneNote **Windows+Shift+N**

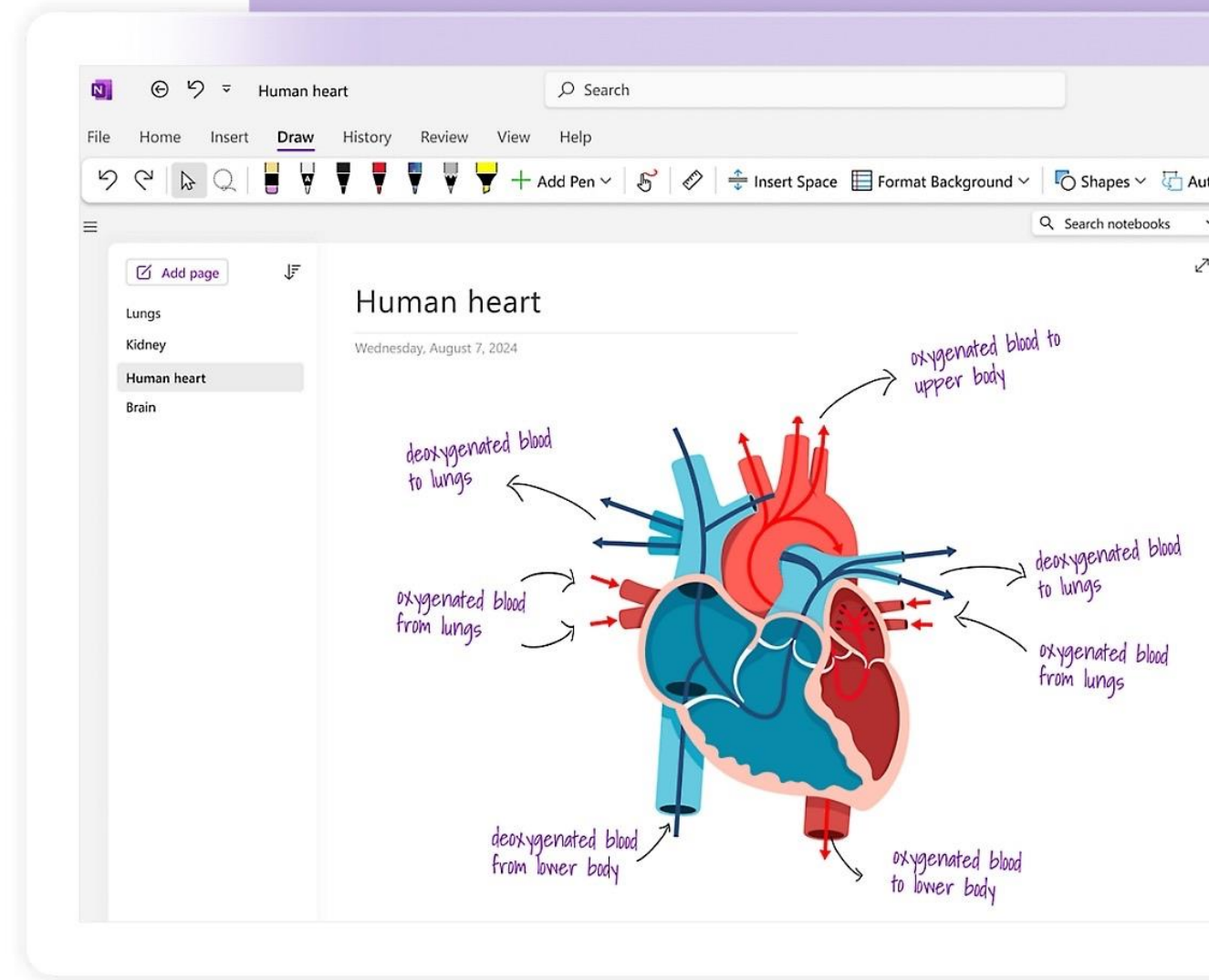
Audio

1. Record meetings or lectures directly in OneNote via the 'Insert' tab, then 'Recording'.
2. Notes taken during the recording are time-stamped, allowing you to click on a note later and jump to that point in the recording.



Recap

- Flexible organisation through notebooks, sections, and pages
- Seamless syncing across all your devices
- Powerful integration with other Microsoft 365 apps
- Time-saving tools for capturing, finding, and sharing information



Thank you

Spotlight sessions are an easy way to discover M365 applications that you might not be familiar with.

May focuses on Microsoft Planner

