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TODAY'S PRESENTER:

Chris Montgomery

Director of Sales



throtlenet.com



AGENDA



What is Microsoft OneNote and how you can use it to collaborate with team members

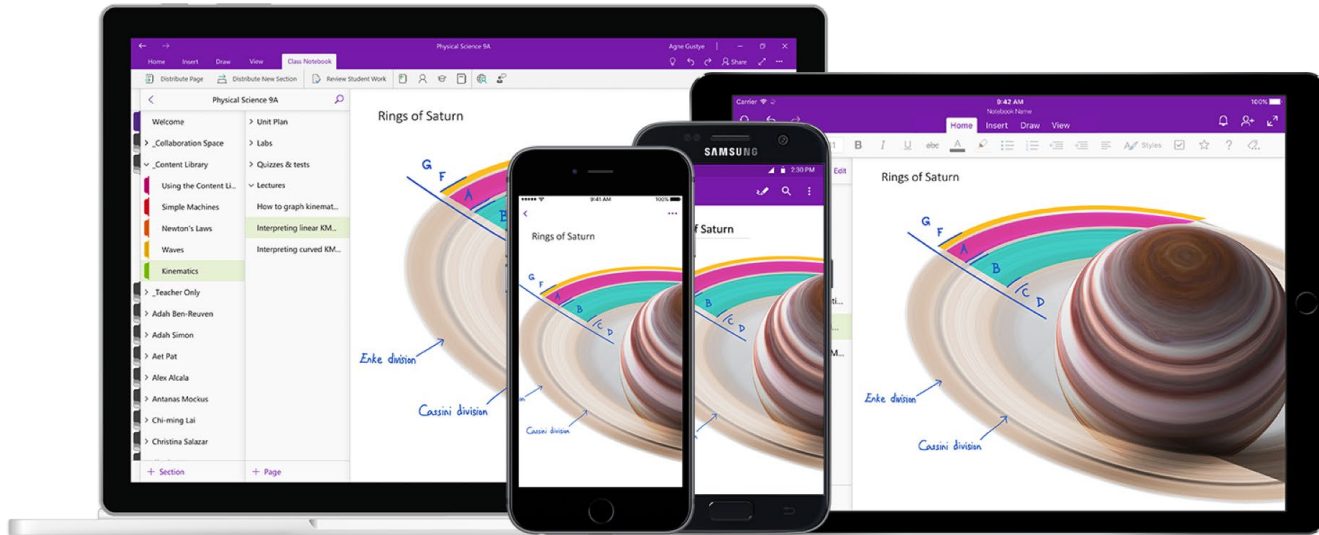


WHAT IS MICROSOFT ONE NOTE?

Microsoft OneNote is a program for free-form information gathering and multi-user collaboration. It gathers users' notes, drawings, screen clippings, and audio commentaries. Notes can be shared with other OneNote users over the Internet or a network.



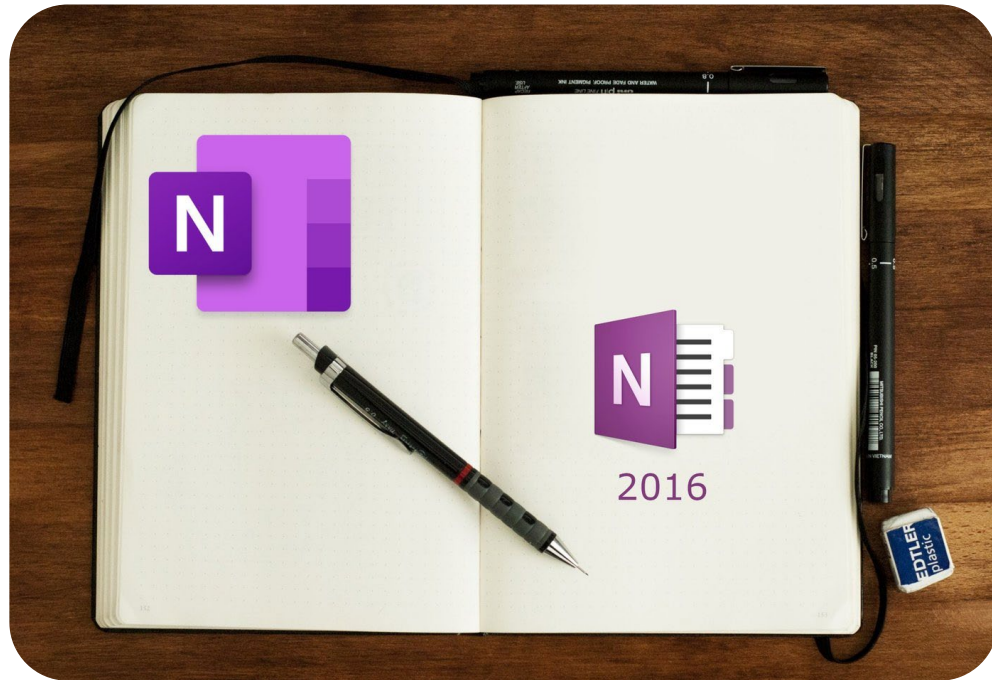
What does **MICROSOFT ONENOTE** include...



OneNote is the application itself and does not have the variety of features such as Teams; however, it's a powerful collaboration in and of itself.



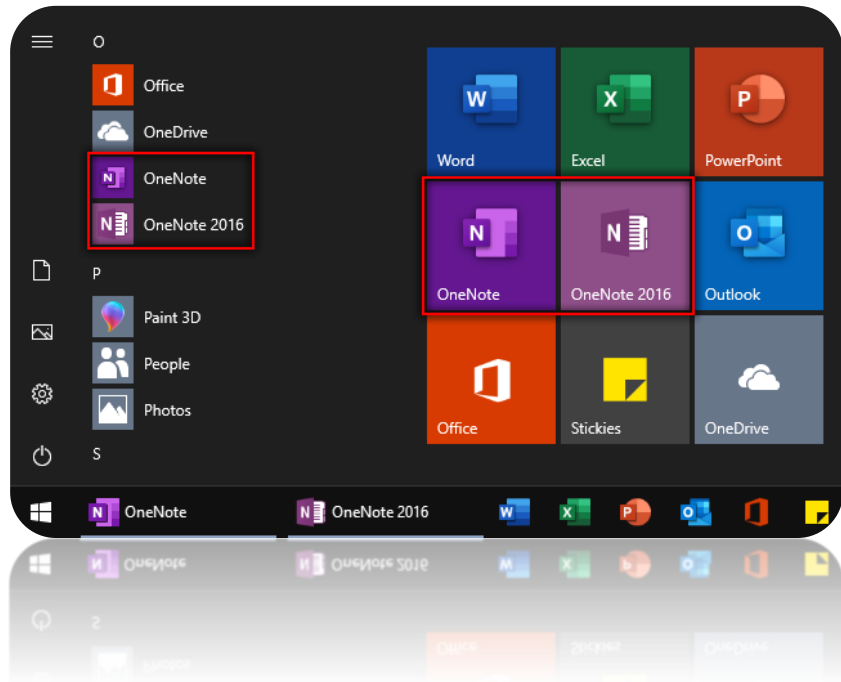
What is the most current version of **MICROSOFT ONE NOTE**?



OneNote for Windows 10
OneNote 2016



What is the difference between MICROSOFT ONE NOTE 2016 & WINDOWS 10?



➤ OneNote 2016 is the desktop version of OneNote that was originally released as part of Microsoft Office 2016. It runs on all currently supported versions of Windows and can be used independently or as part of Microsoft Office 365 or Office 2019.

➤ Starting in March 2020, when you install Office 365 or Office 2019, the OneNote desktop app will be installed alongside the Word, PowerPoint, and Excel desktop apps.

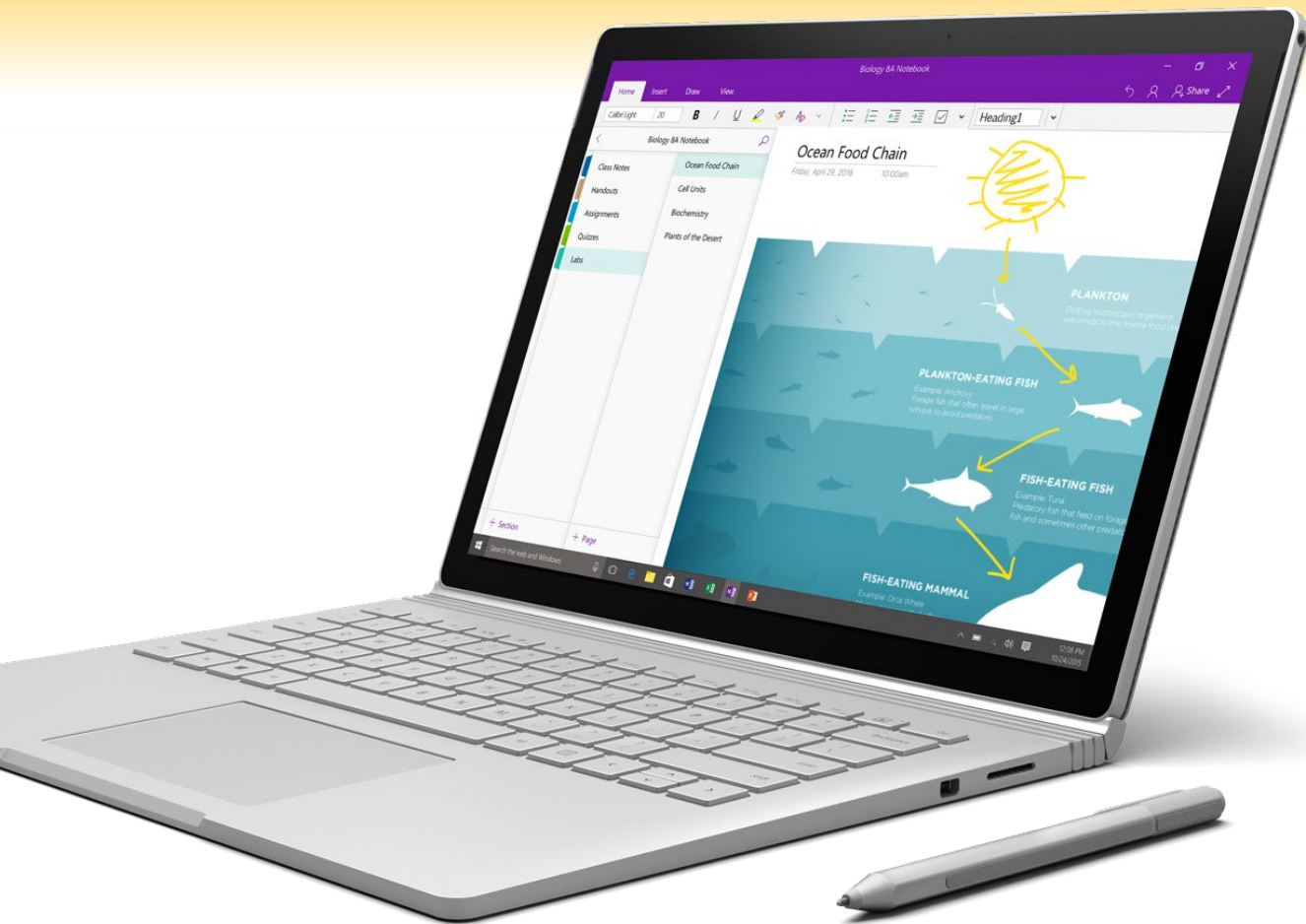
➤ OneNote for Windows 10 (simply called “OneNote”) is designed to feel natural with any input method – from mouse and keyboard on a traditional PC, to pen and touch on mobile devices. It comes pre-installed with every version of Windows 10.



HOW DO I GET MICROSOFT ONENOTE?

OneNote is included in Windows 10 as well as Microsoft365. The solution is free to anyone that would like to download it from the Microsoft Store





What are the benefits of MICROSOFT ONENOTE



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MICROSOFT ONENOTE **BENEFITS**



OneNote enables collaboration in real-time

- As Microsoft 365 is cloud-based, you can share a OneNote file with other people to enable a real-time, collaborative workbook. Notebooks can be shared for viewing or editing, and as OneNote automatically saves as you work, multiple users can collaborate at the same time.
- It's not unusual for accidents to happen when there are multiple users editing the same file. OneNote has this covered. Through its 'history' tab, you can view past revisions to track changes and restore file versions.



MICROSOFT ONENOTE **BENEFITS**



OneNote secures sensitive information



Like any program that stores information, notebook software needs to have security measures in place to ensure that only those who should have access do so. OneNote has the functionality to password-protect individual sections, securing information through the 3DES encryption standard.



In addition to this, if OneNote remains inactive for a specified period, it automatically locks your password protected sections to ensure they're kept private.



MICROSOFT ONENOTE **BENEFITS**



OneNote records ideas and info on the go



OneNote is designed for use on any device, and it's available on all major operating systems including iOS and Android. So by synchronizing OneDrive notebooks across multiple devices, users can access all their notes, as well as create new notes, regardless of whether they are in the office or out and about.



Like a word processor, text, tables, images and links can be added to the application. Also, if you are using a device with touch capability, you can write or draw directly into the system. OneNote can even scan your handwritten text and convert it into typed text.



MICROSOFT ONENOTE **BENEFITS**



OneNote supports your notes with multimedia

- As well the ability to enter text (processed or handwritten), images and other media types that are possible through Microsoft Word, OneNote lets you record audio and video straight into your notebook. This is perfect for documenting meetings and sharing them with co-workers.
- OneNote can also recognize spoken words, so you can search through recordings to find exactly what you are looking for.



MICROSOFT ONENOTE **BENEFITS**



OneNote can be integrated with other software



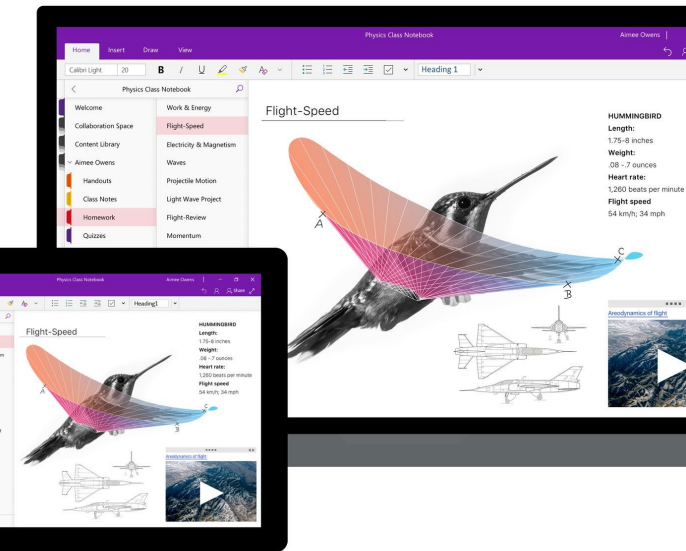
The great thing about Office 365 is that its applications integrate simply and perfectly. For instance, OneNote can be synced with Outlook, enabling you to send information from emails straight to OneNote, and likewise notes can be directly emailed from OneNote.



Its integration capabilities don't just end with Microsoft applications. You can install a number of plugins to add functionalities to OneNote, like Zapier, which connects OneNote with applications such as Salesforce, Trello and Slack. This enables applications to work in harmony, improving productivity.



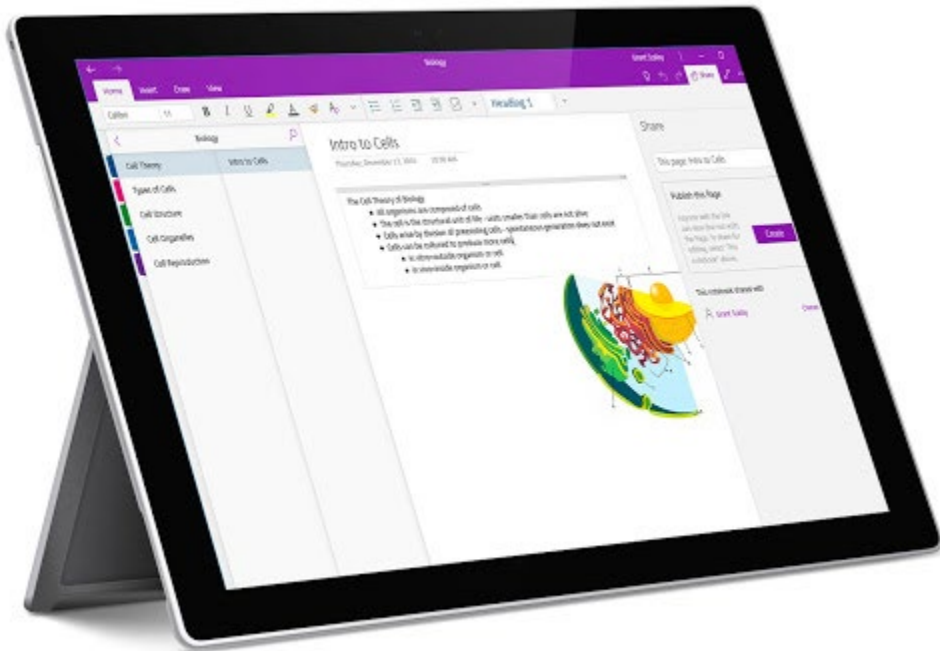
WHY IS MICROSOFT ONENOTE IDEAL FOR BUISINESS?



- Your team can quickly access their relevant planning information
- Colleagues can see each other's ideas, enabling efficient collaboration
- Teammates are able to add to and access shared documents, anywhere
- It's the optimal platform for combining a range of media types
- Any confidential business material is properly protected

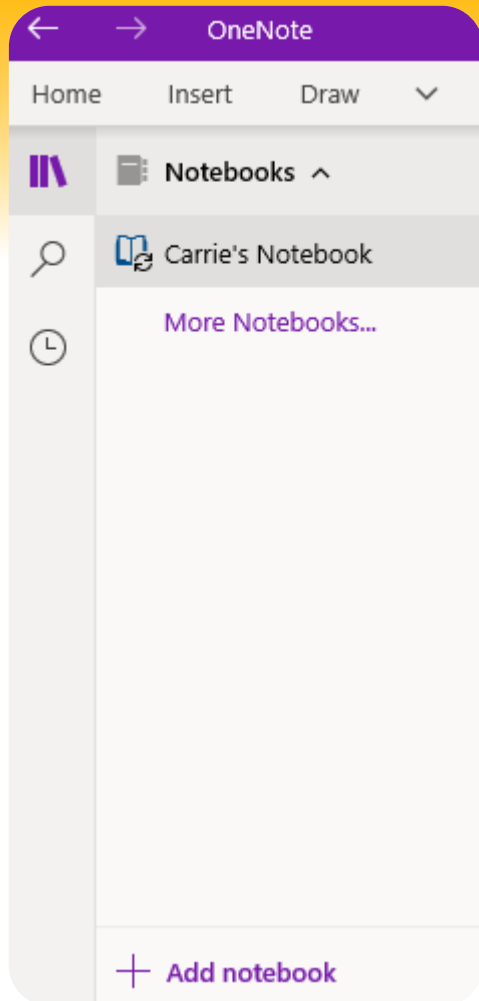


SECTION 01



HOW TO
CREATE / TYPE / SAVE

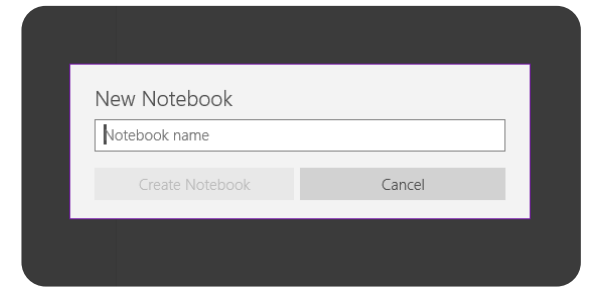


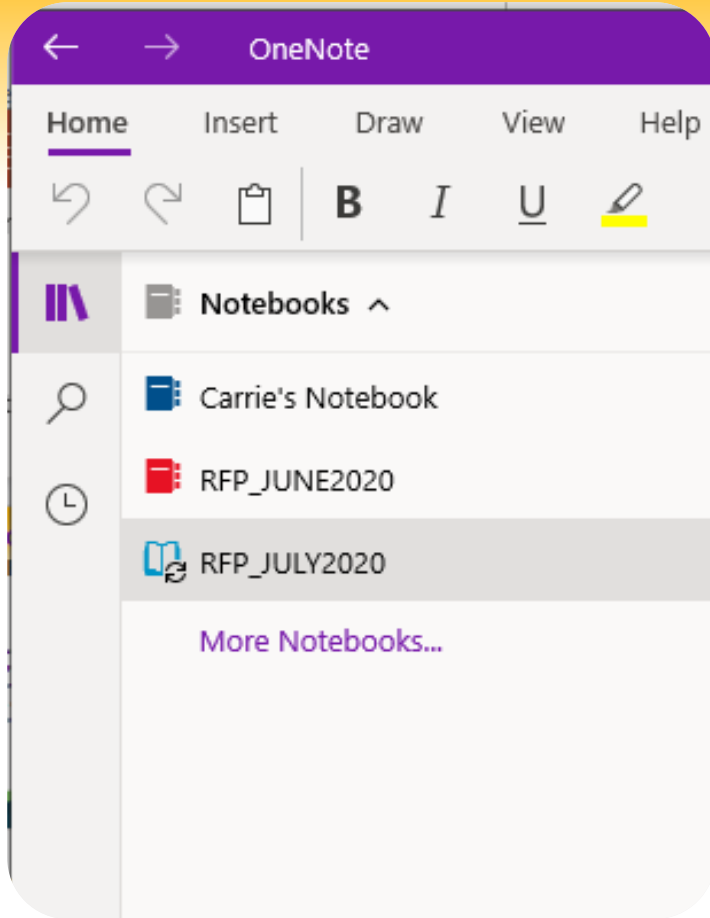


CREATE A NEW NOTEBOOK

OneNote for Windows 10 is pre-installed on Windows 10. When you use it for the first time, a default notebook is created for you. You can use this default notebook and add your own pages to it, or you can create a new, blank notebook at any time.



- On any page, click the Show Notebooks button.
- At the bottom of the pane that appears, click + Notebook.
- Enter a name for the new notebook, and then click Create Notebook.
- OneNote switches to the new notebook, which contains a new section and a new, blank page.



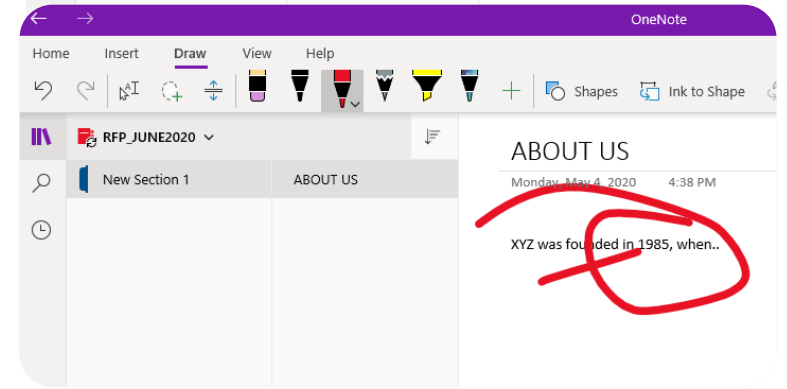
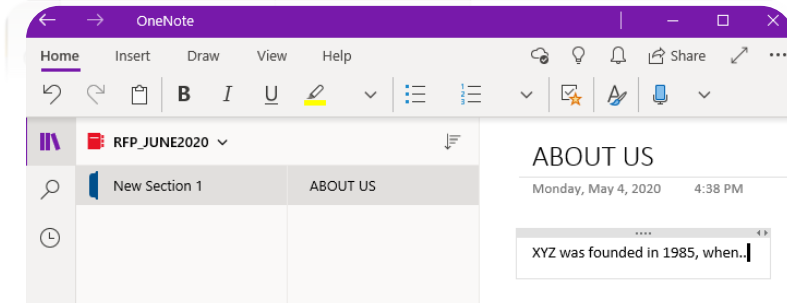
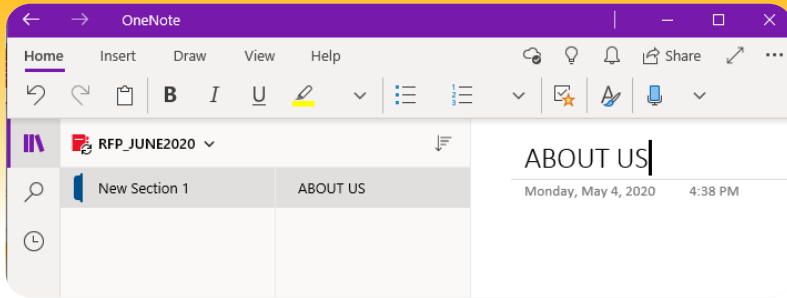


SWITCH NOTEBOOKS

To switch between multiple notebooks:

-  On any page, click the Show Notebooks button.
-  In the pane that appears, select the name of the notebook you'd like to switch to. and a new, blank page.





TYPE OR WRITE NOTES



Click or tap the page header at the top of the page (over the date and time stamp) to type a page title.




Click or tap anywhere on the current page and start typing.



Click or tap anywhere else on the same page to begin a new note and then start typing.



Use either the pen or stylus that came with your device to handwrite notes directly on a touchscreen. If you want to use your finger to draw or write, click the Draw tab, and then click or tap the Draw with Mouse or Touch  Icon



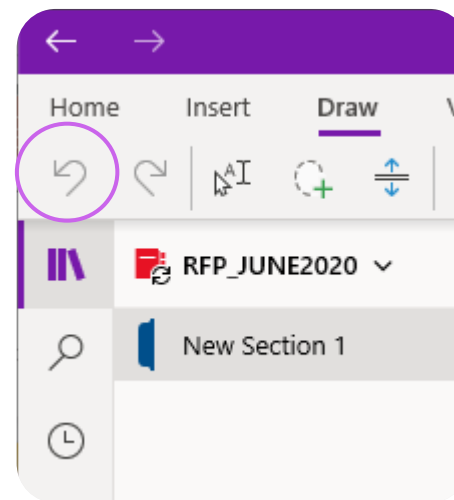


SAVE YOUR NOTES

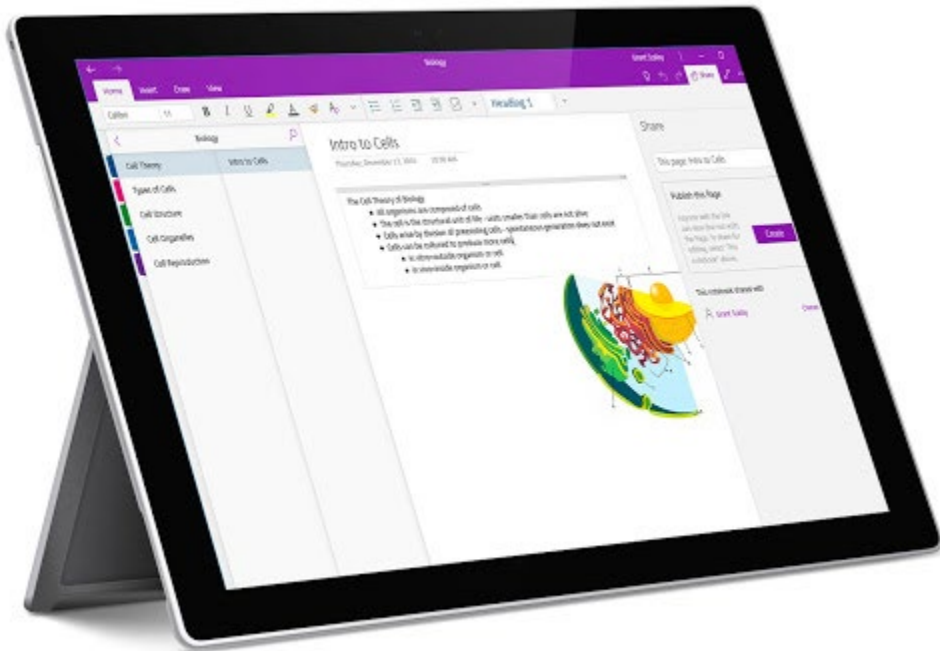


There is no Save button in OneNote for Windows 10. That's because OneNote automatically saves and syncs everything for you, no matter how small or large your changes are.

If you change your mind about something you have recently added or changed, click or tap the Undo button in OneNote. The undo button is near the top right of the app window.



SECTION 02

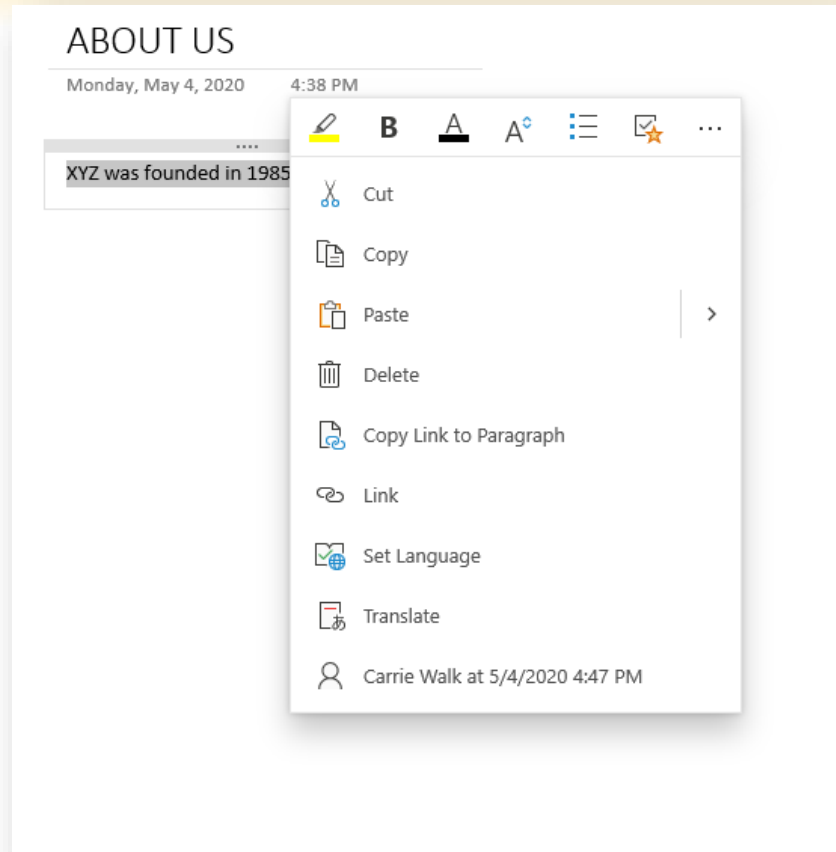


HOW TO FORMAT / HIGHLIGHT TEXT





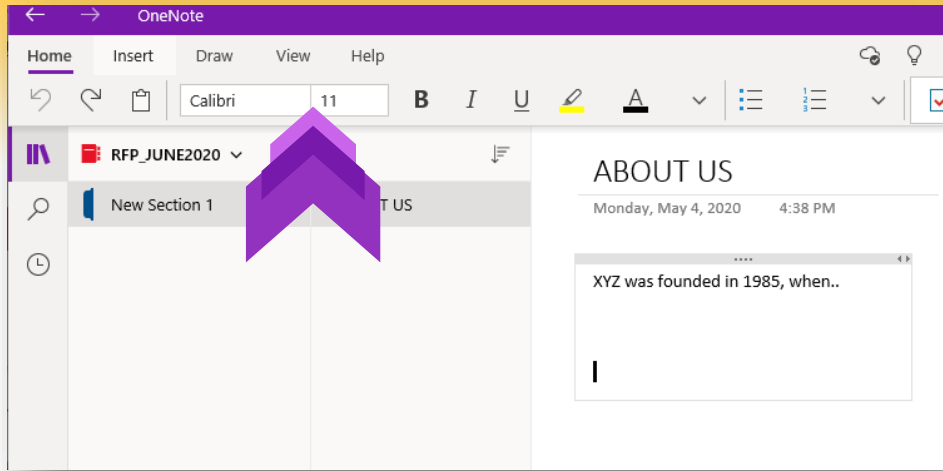
SELECT TEXT WITH TOUCH



To select text on a page, do the following:

- **Double-tap the text you want to select.**
- **Adjust your selection by dragging the two selection handles to the beginning and end of the text you want to select.**
- **When a line or paragraph of text is selected, you can cut, copy, format, move, or delete it.**





FORMAT TEXT

To change the appearance of



Select the text you want to format (with a mouse and keyboard, click and drag; on a touch device, double-tap a word and drag the selection handles).

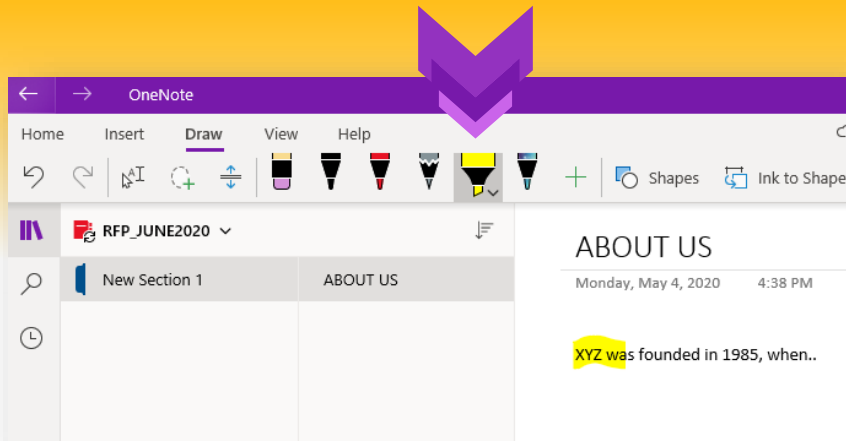


On the Home tab, select the formatting you'd like to apply (font, font size, bold, italic, underline, color, lists, indents, and so on).



If you change your mind, about any formatting you have applied, click or tap the Undo button in OneNote. button near the top right of the app window.





HIGHLIGHT TEXT

To highlight key information in your notes:

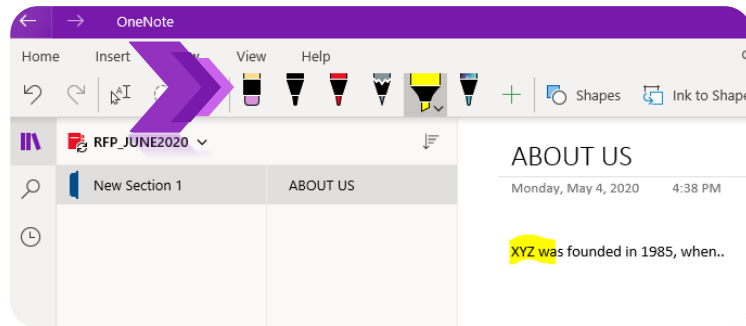


On the Draw tab, click or tap the Draw with Mouse or Touch icon. Choose the highlighter icon on the left, and then choose the color and thickness you want to use.



Use the pen or stylus that came with your device or use your finger or mouse to highlight any part of your notes.

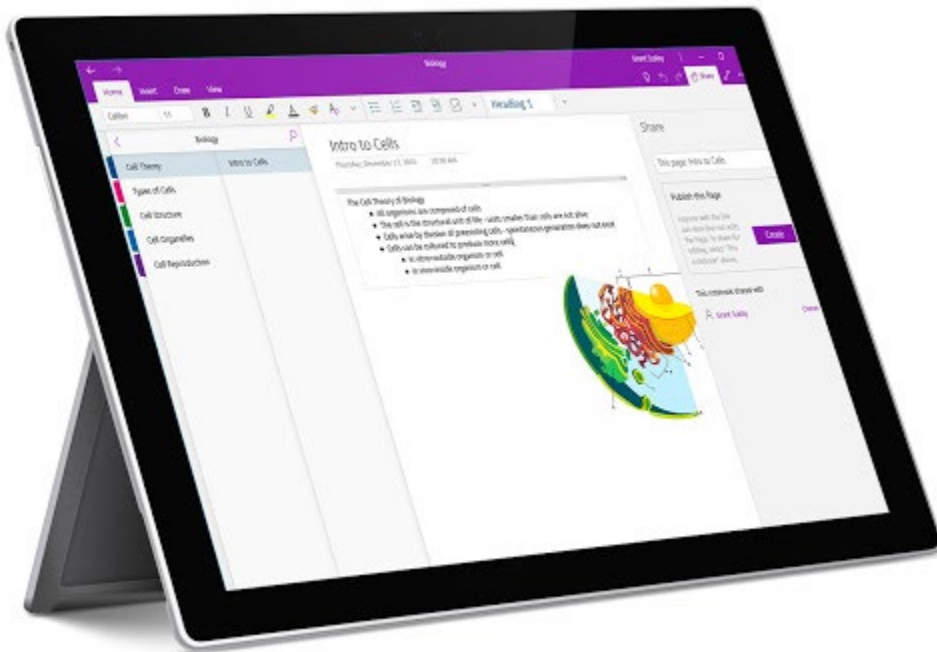
Note: When you're done, click or tap the Draw with Mouse or Touch once again to turn off drawing mode.



If you want to remove anything you've drawn or highlighted, click or tap the Eraser button on the Draw tab. With the eraser selected, tap the highlighter strokes that you want to erase.

SECTION 03

HOW TO ADD / INSERT WITHIN THE NOTEBOOK



ADD TAGS

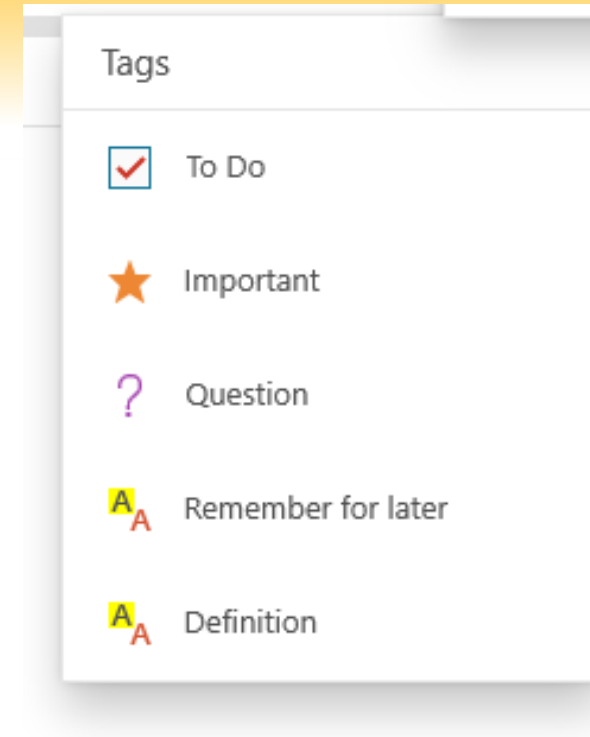
Tags let you mark and prioritize important notes visually so you can easily follow up on them again later.

➤ To tag a note, click or tap any line of text you've typed or written.

➤ On the Home tab, choose one of the following:

➤ Click or tap the "To Do" check box tag to add a check box in front of the line of text. This is useful for items in a list of tasks that you need to complete.

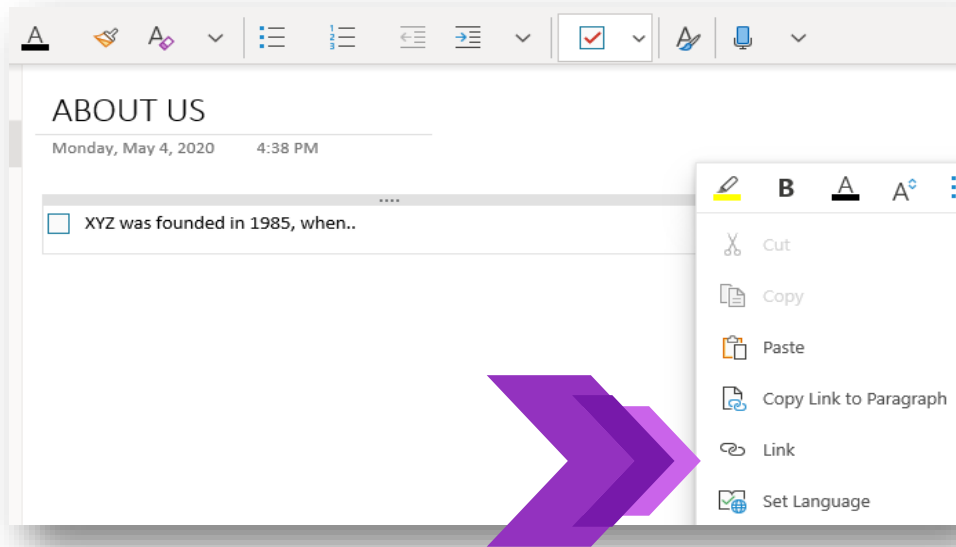
➤ Click or tap the down arrow next to the "To Do" icon and choose one of the other tags (Important, Question, Critical, Contact, Address, or Phone Number).



Note: The To Do tag is interactive. You can click or tap the tag to check (or uncheck) the box to keep your To Do lists up-to-date.

ADD LINKS

You can format text in OneNote for Windows 10 so it becomes a link.

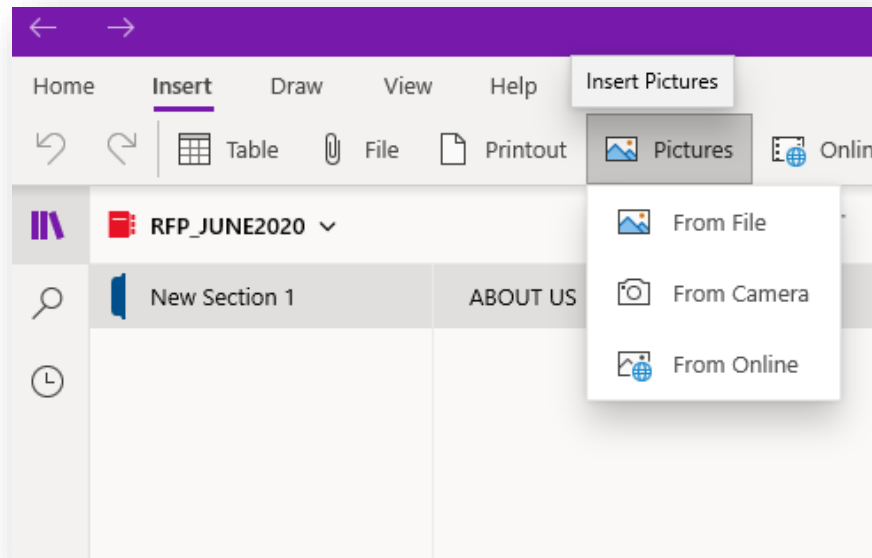


- Select the text you want to format (with a mouse and keyboard, click and drag; on a touch device, double-tap a word and drag the selection handles).
- Click or tap Insert > Link.
- If necessary, change the words shown in the Text to display box.
- Type the URL in the Address box, and then click or tap Insert.

Note: Whenever you start typing a URL in your notes (for example, www.onenote.com), OneNote automatically changes that text to a link. Tapping or clicking a formatted link automatically opens its destination in your browser.

INSERT A PICTURE

You can insert pictures from your computer's camera, or from a file on your computer or device.



To insert a picture from your camera, do the following:

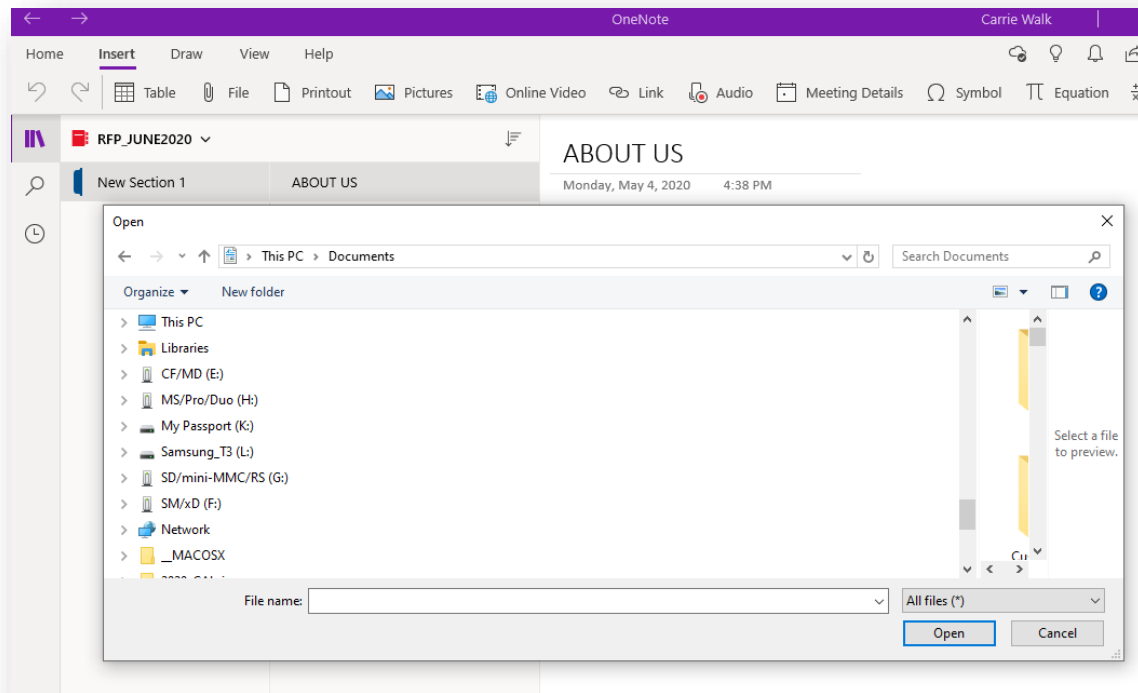
- On any page, tap where you want to insert a picture.
- On the Home tab, click or tap Camera.
- If prompted, allow OneNote to use your computer's camera.
- When the live image appears in your camera, tap the screen to take the picture.
- Click or tap Insert All to insert the captured picture (or pictures).

To insert a picture from file:

- On any page, tap where you want to insert a picture.
- On the Home menu, tap Picture.
- Navigate to the location of the picture you want to insert, tap the picture to select it, and tap Open.



INSERT DOCUMENT / FILES INTO NOTES



On any page, tap where you want to insert a document or file.

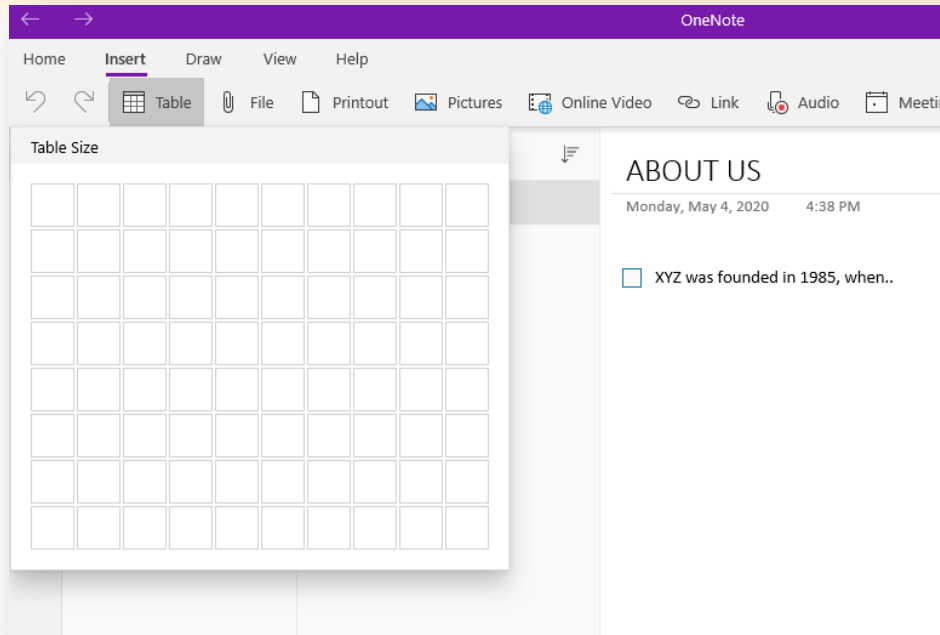


On the Insert tab, click or tap Picture.



Navigate to the location of the file you want to insert, select it, and then click or tap Open

INSERT A TABLE

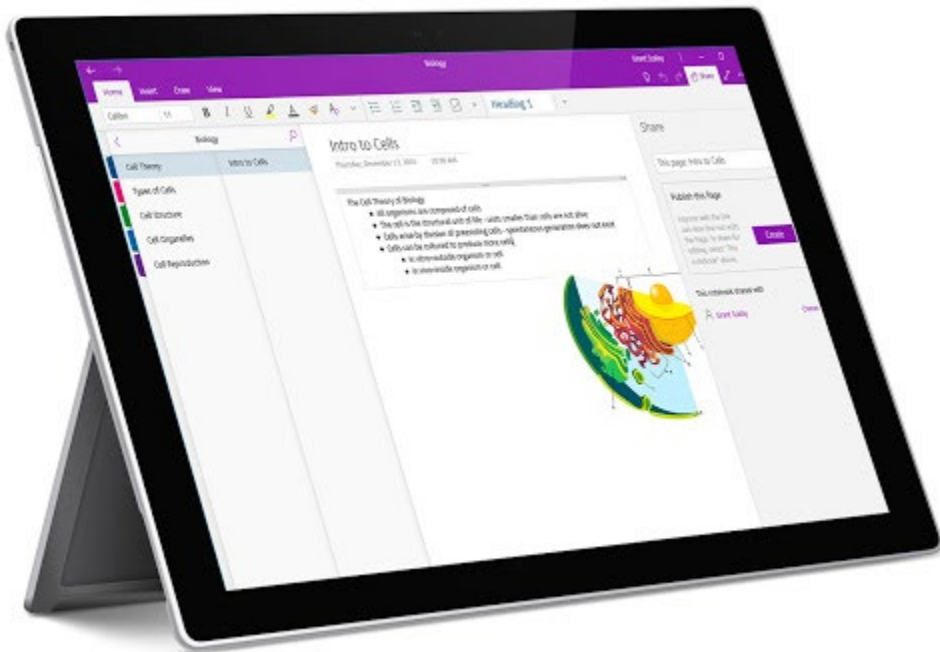


- On any page, tap where you want to insert a table.
- Tap the Insert menu, and then tap Table.
- OneNote creates a small table with one row and two columns.
- Tap in the first cell and start typing.

To move to the next column (or to create a new column), press the Tab key on your keyboard. To create a new row of cells, place the cursor in the last cell on the right, and then press Enter. If you do not have a keyboard, click the Table tab to change or format the table.

SECTION 04

HOW TO ADD PAGES & SECTIONS

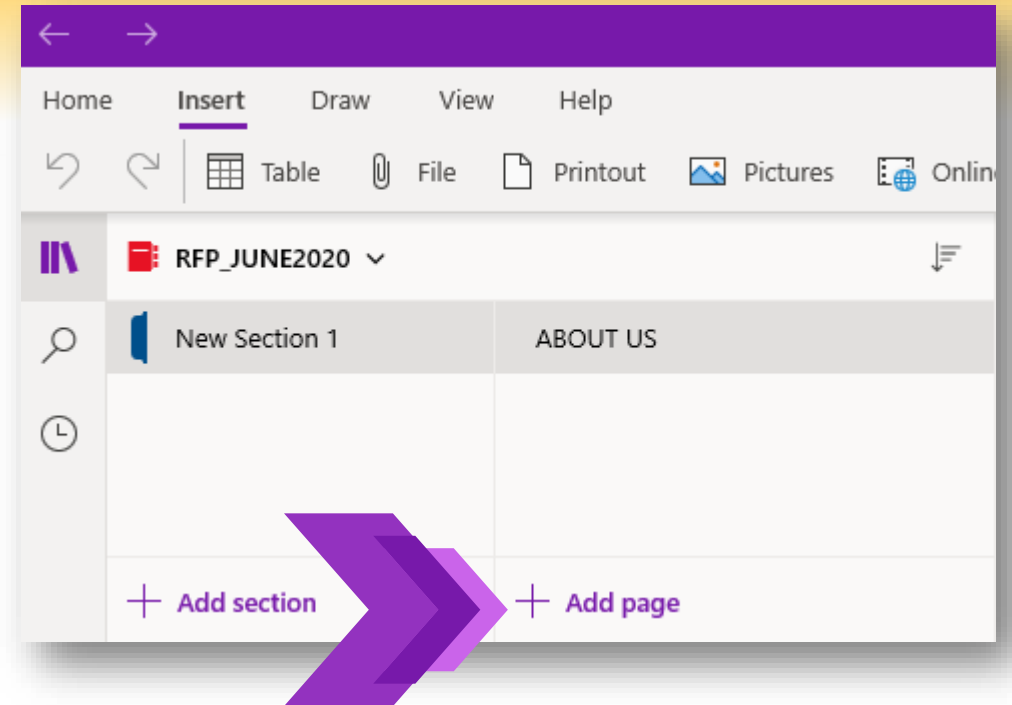


ADD A PAGE

You can add as many notes to a page as you want, but adding more pages to your notebook will help you keep things organized.

To add a new page, do the following:

- At the bottom of the page list on the left side of the app window, click or tap + Page.
- If you don't see this button, first click or tap the Show Notebooks button Show Notebooks button near the top left of the OneNote app window.
- When the new page appears, type a page title above the date and time stamp.



Note: You can change the order of pages by dragging their page titles up and down in the list.

ADD A SECTION

You can keep all your pages in a single notebook section, but adding more sections over time as your notebook grows will help you keep things organized.

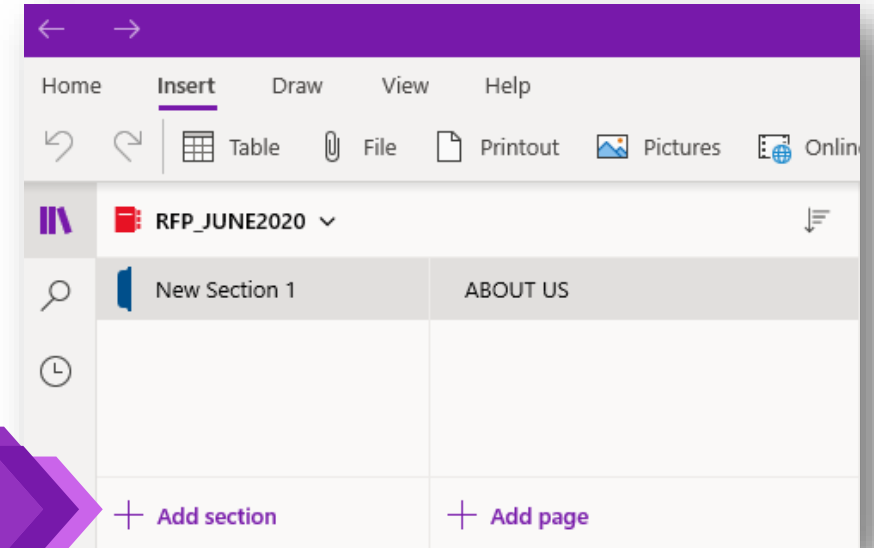
➤ To create a new section, do the following:

At the bottom of the sections list on the left side of the app window, click or tap + Section.

➤ If you don't see this button, first click or tap the Show Notebooks button near the top left of the OneNote app window.

➤ When the new section appears, type a new name to describe the notes you'll keep in the new section, and then press Enter.

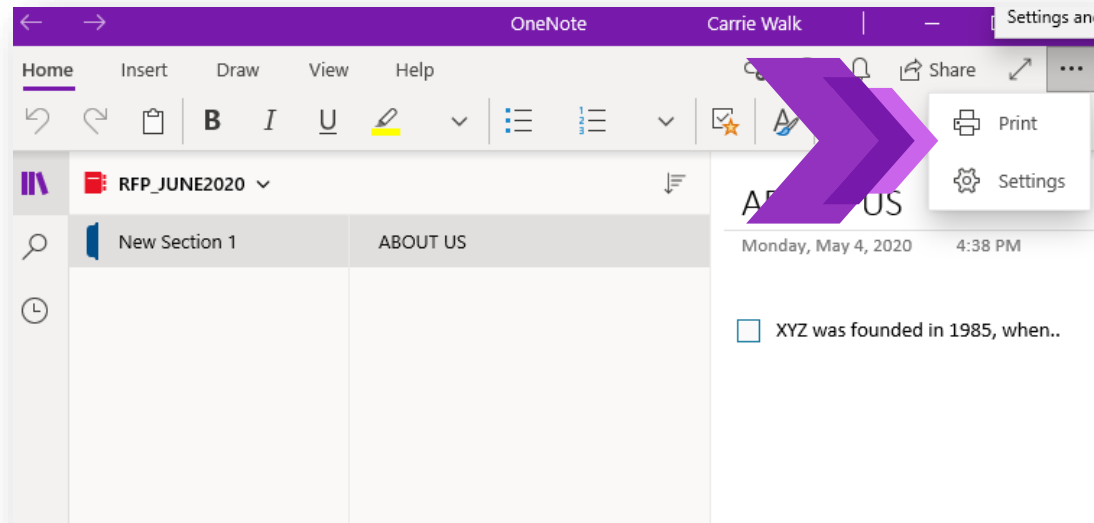
➤ The new section contains a single, blank page. You can begin taking notes on this page and additional pages whenever you need them.



Note: You can change the order of sections by dragging their names up and down in the list.

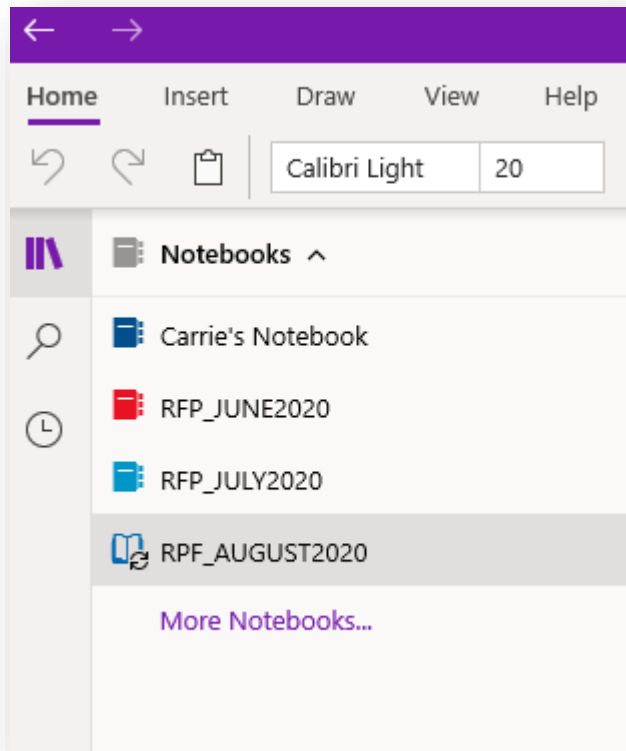
PRINT NOTES

The beauty of OneNote is that you never have to print anything. All your notes are easily searchable and are easy to share online.



- Whenever you do need a hard copy of any page in your notebook, do the following:
 - Open the page you want to printing
 - In the upper right corner of the app window, click or tap the . . . button, and then select Print.
 - In the window that appears, select the printer and any options you want, and then click or tap Print.

HOW DO I VIEW THE MICROSOFT ONENOTE NOTEBOOKS I HAVE ACCESS TO?



Open OneNote app



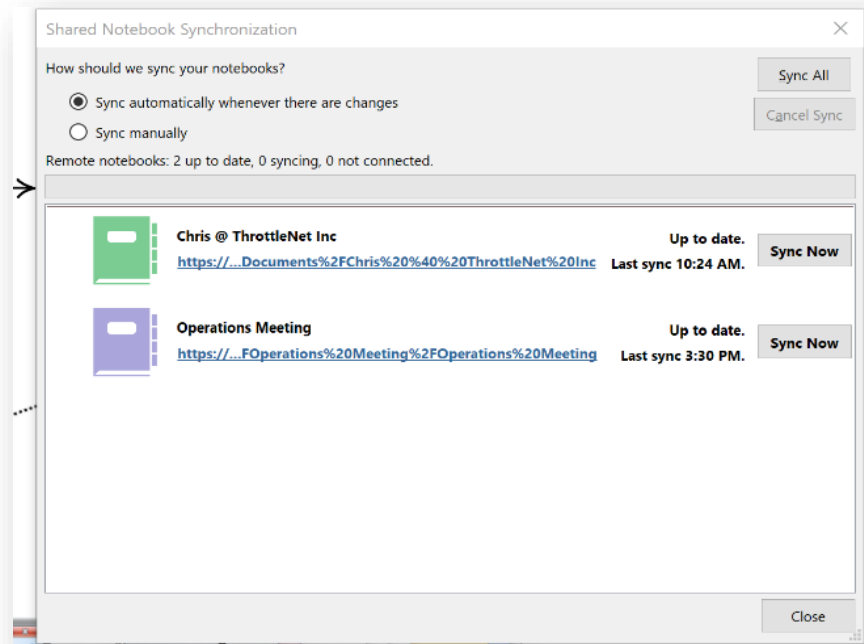
Click on File or Info



This will take you to the Notebook Information page which will show all the notebooks you currently have access to.



HOW DO I SYNC MY MICROSOFT ONENOTE NOTEBOOKS?



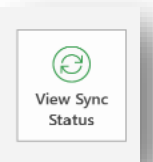
Open OneNote App



Click on File or Info



This will take you to the Notebook Information page Select Sync Status

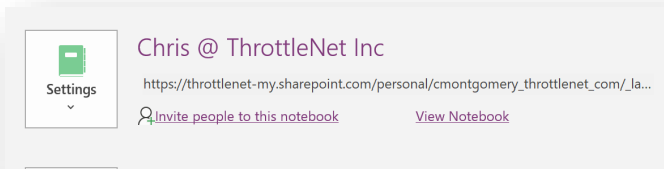


Select which notebooks you'd like to sync

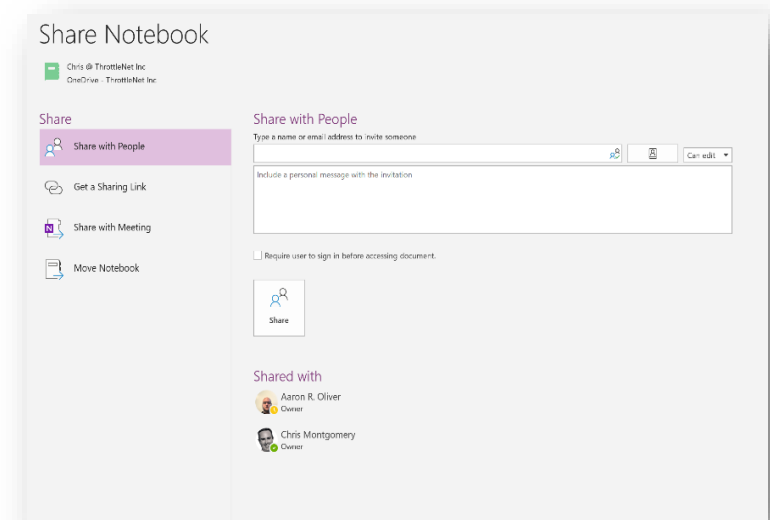


HOW DO I SHARE MICROSOFT ONENOTE?

- Open OneNote App
- Click on File or Info
- This will take you to the Notebook Information page Choose the settings icon for the notebook you want to share



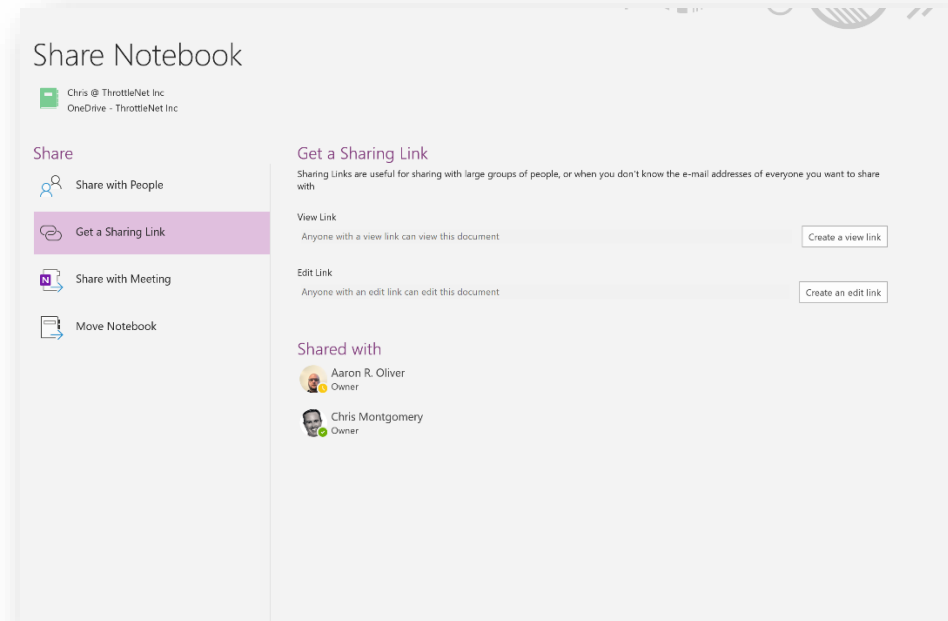
- Select Share or Move
 - Select Share with People and enter their name in the address bar
 - Click Share or



HOW DO I SHARE MICROSOFT ONENOTE?

➤ **Select Get a Sharing Link**

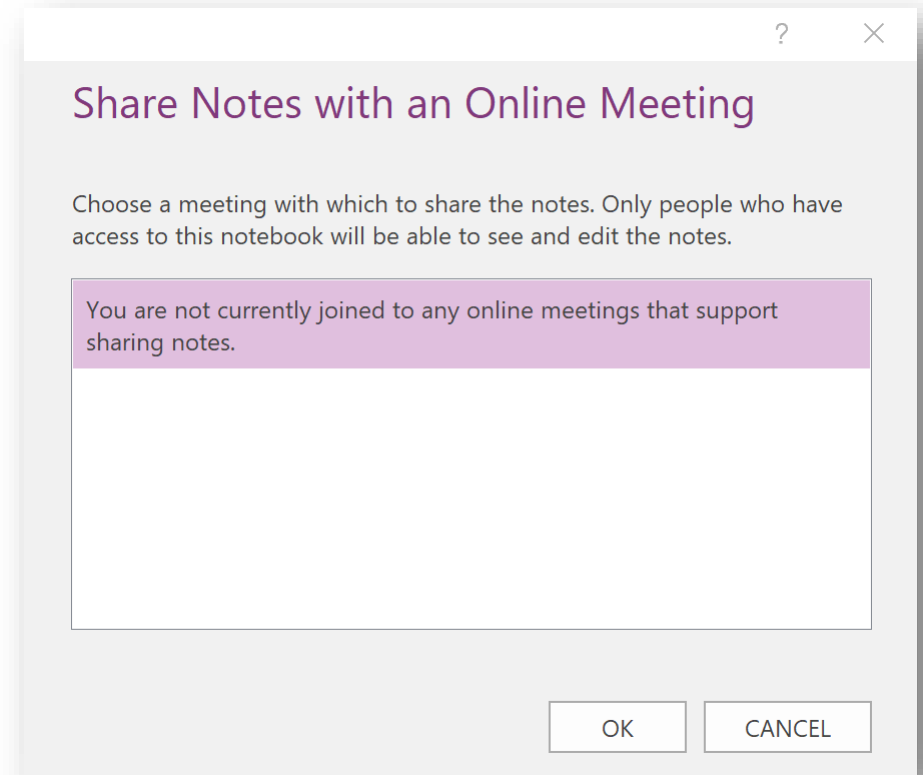
➤ **Click on Create a View Link for viewing only or Create an Edit link for the ability to edit**



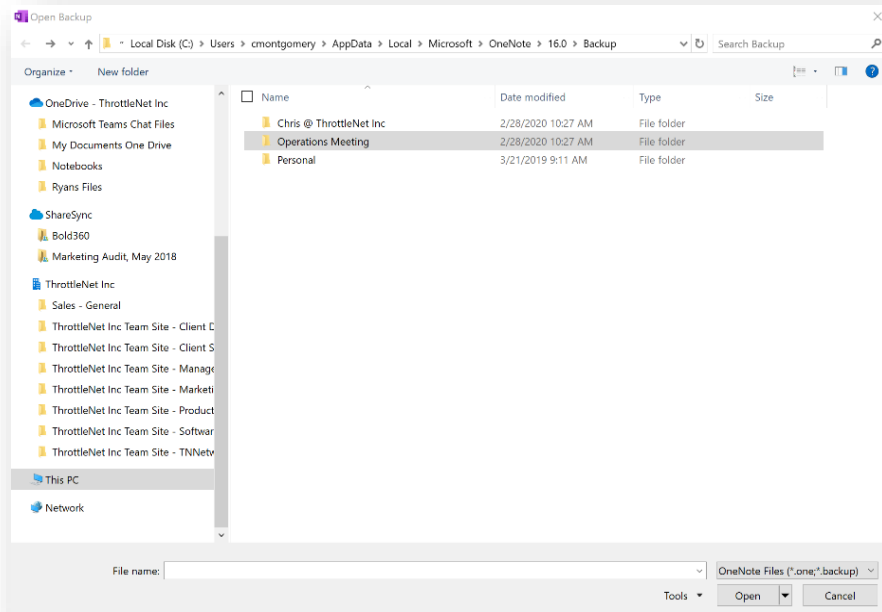
HOW DO I SHARE WITH MEETING

Allows you to share your notebook with a meeting in progress

- Click on Share with Meeting button
- Choose the meeting you'd like to share with



HOW DO I FIND BACK-UPS OF MY MICROSOFT ONENOTE NOTEBOOKS?



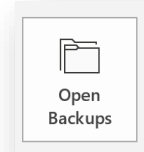
➤ Open OneNote App

➤ Click on File or Info

➤ This will take you to the Notebook Information page Click on the Open Backups icon

➤ This will open File Explorer along with the location of you Notebook backups

➤ Select which notebook backup you want to view





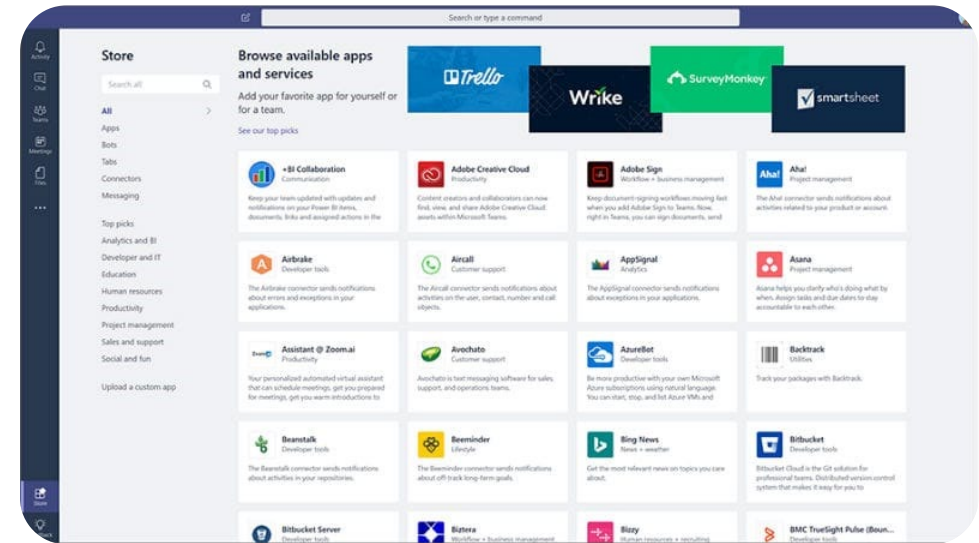


- **Which version of OneNote should I use?**
The choice is yours!
- **If you have Windows 10, you can use either OneNote 2016 or OneNote for Windows 10 – or both!**
- **If you're using an older version of Windows, you can use OneNote 2016.**
- **Can I use both the OneNote desktop app and OneNote for Windows 10 on the same device?**
Yes, provided you're using Windows 10, both Windows versions of OneNote can be installed on the same PC or device, and they can be used side by side.
- **Which versions of OneNote will receive the latest updates?**
We are actively developing OneNote on PC, Mac, iOS, Android, and the web, and we regularly update all supported versions.



IS THERE AN APP FOR THAT?

Just like most of the Microsoft 365 suite of products, there is an app for OneNote that fully integrates with your Microsoft 365 environment



HOW CAN WE
HELP?

866-829-5557



throttlenet.com



MANAGED NETWORK



throttlenet.com

HOSTING



throttlenet



throttlenet.com

Resource Links:

<https://support.office.com/en-us/article/what-s-the-difference-between-onenote-and-onenote-2016-a624e692-b78b-4c09-b07f-46181958118f>

<https://support.office.com/en-us/article/basic-tasks-in-onenote-for-windows-10-081573f8-2e8f-45e5-bf16-0900d4d3331f>