

Getting Started with



OneNote

OSUAP Conference
Thursday, June 13, 2019



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Topics

- What is OneNote
- How I Use It
- How It Works
- Tips & Tricks
- Q & A



What is OneNote



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OneNote at Work



Work:

Meetings

Direct reports

Projects

Customer requests

Reference

Conferences



Meeting Notes

Attendees:


- Nick Randall
- Ann Leon

Notes:

- ★ Budget problem
- 🚩 Nick to follow up

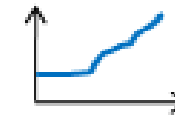
Logo Ideas

Everyone, put your thoughts here:

 ← How about this?

Don't like it

Competitor Analysis



Their market share is growing.

Work Items

Draft ready	Mar 5
Final	June 3

More details in this Excel file:



Schedule.xls

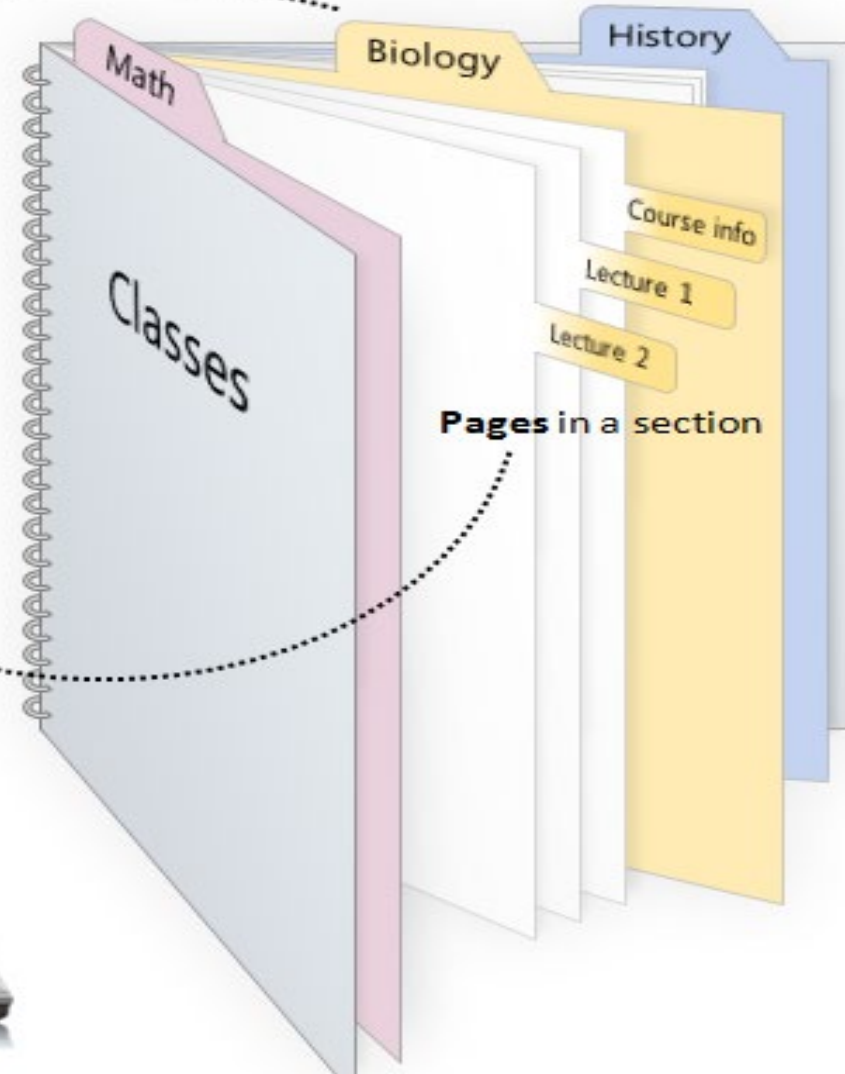


OneNote For Students

Notebooks



Sections of a notebook



Pages in a section





Left click the start icon to select OneNote
Pin at the bottom of your desk top to quickly open



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Some Examples of how I use OneNote

- Meetings
- Format and Preferences
- Outlook task for follow up
- Events
- Football
- Letters and Document Tracking
- Monthly Reports
- Travel
- Mileage
- On-Boarding



Outlook Task to do list

Allows you to juggle requests that cross' your desk or received through email throughout the day for tracking and follow through

🔍

START DATE	SUBJECT ▲	DUE DATE	☑	!
Click here to add a new Task				
None	Example - Brutus - Prep for upcoming meeting	None	<input type="checkbox"/>	
Mon 6/24/2019	Example - Brutus - Prep for upcoming meeting	Mon 6/24/2019	<input type="checkbox"/>	
Mon 5/27/2019	Example - Brutus GA ready for Dean's signature	Mon 5/27/2019	<input type="checkbox"/>	
Mon 5/27/2019	Example - Dean Buckeye Brutus	Mon 5/27/2019	<input type="checkbox"/>	
None	Example - Hill-Callahan - 2019 Bi-Weekly 1:1 Meetings & Format	None	<input type="checkbox"/>	
Mon 6/24/2019	Example - Hill-Callahan - 2019 Bi-Weekly 1:1 Meetings & Format	Mon 6/24/2019	<input type="checkbox"/>	
None	Example - JDRF Promise Ball Event	None	<input type="checkbox"/>	
None	Example - locations for meetings	None	<input type="checkbox"/>	
Tue 8/27/2019	Example - Mileage - Chris to submit monthly	Wed 8/28/2019	<input type="checkbox"/>	
None	Example - Monthly - Metrics/Disqualifications/\$500K+ Opportunities & Qualifications Pool list - Pull monthly after 5th of every month	Fri 6/7/2019	<input type="checkbox"/>	
None	Example - Monthly Reports	None	<input type="checkbox"/>	
None	Example - Quarterly DO Strategy Team Meeting w-Lawrence Crimmins 2019	None	<input type="checkbox"/>	
None	Example - Scheiderer - New Time Proposed: Emily/Kelly monthly	Fri 7/19/2019	<input type="checkbox"/>	
None	Example - WexMed Live Leadership Requests	None	<input type="checkbox"/>	

Search Tasks (Ctrl+E) 

START DATE	SUBJECT ▲	DUE DATE	<input checked="" type="checkbox"/> !
Click here to add a new Task			
None	Example - Brutus - Prep for upcoming meeting	None	<input type="checkbox"/>
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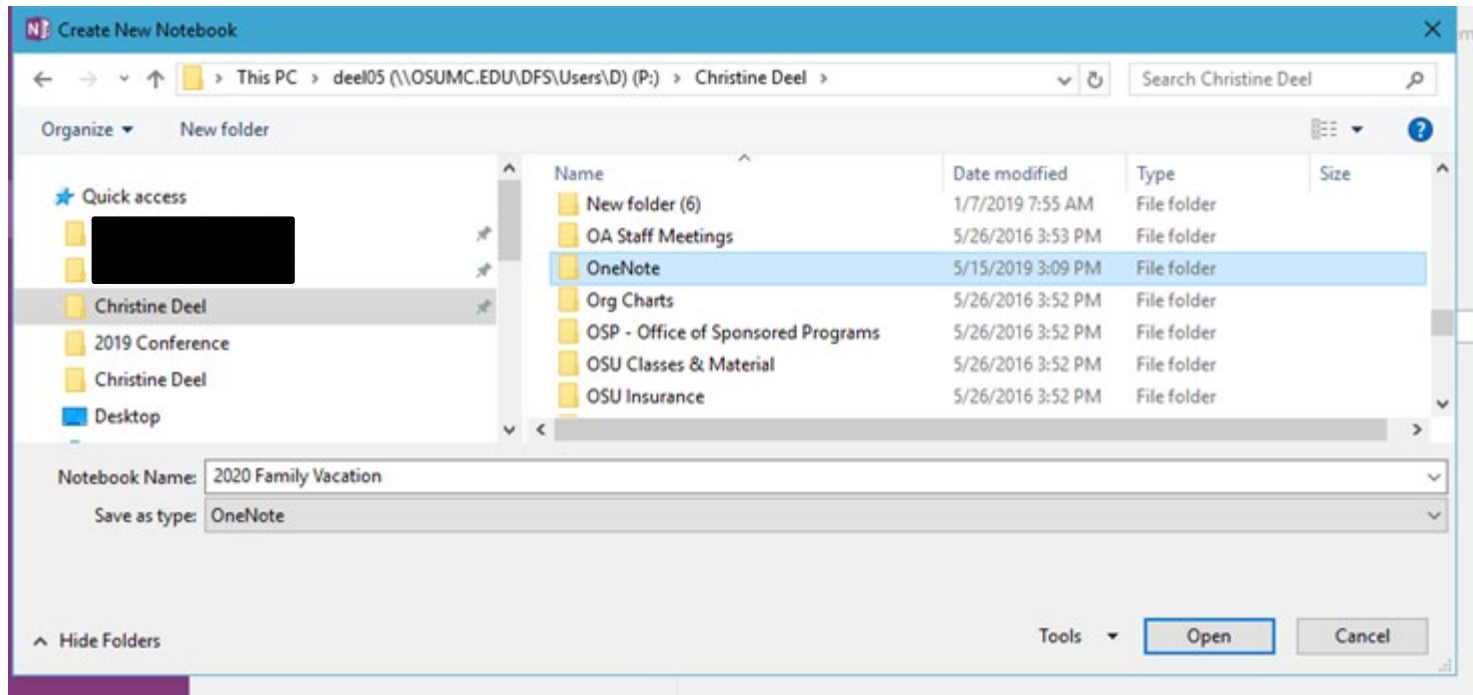
Some Examples of how I use OneNote - Continued

- Meetings
- Format and Preferences
- Outlook task for follow up
- Events
- Football
- Letters and Document Tracking
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- Mileage
- On-Boarding



How to get started

save all notebooks on a network drive for server back up





Creating a section



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Creating a page


Flights to Maui
Condo
Rental Car
What to Bring
Things to do in Maui
Chasing Waterfalls
Snorkeling
Whale Watching
Lu'aus





Creating a Subpage
Promoting Subpages
Move/Copy Sections/Pages
Deleting Sections/Pages





Restoring Sections/Pages Close/Open Notebooks



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Navigating between Notebooks



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The Home tab

Tags – To Do List

Packing Checklist



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Tags – To Do List

Packing checklist

Pack Sunglasses

Pack Flip Flops

Pack hiking boots

Call Marbella to confirm cat sitting

Items to Purchase

Snacks for flight

Sunscreen

Insect Repellant

Buy a sun hat



Sharing Notes

Notes

- Check delivery status Surface 3
- Make reservations for flight to Amsterdam
- Call Henry for invoice status
- ★ Make sure your passport is still valid!

During lunch we talked about the morning session. Charles wanted some more information on the specifications for the new Surface 3. Does it come equipped with a docking station?

- Check specifications for Surface 3. If available send spec sheet to Charles

We also discussed the various options which can be used from Lync. Can someone please check the headset options to use with Lync because I don't want to have to shout against my Surface during a session!

- Check headset possibilities for use with Lync.

Finally we came to the conclusion that for this project to succeed everyone needs a Surface 3 with no exceptions. If we do not have enough tables to distribute we won't close the deal. So essential point is to check the inventory.

- ! Check inventory Surface 3

Summary

- ! Critical
 - Check inventory Surface 3
- ★ Important
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Lawrence

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Michelle

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Insert Tab

Sharing a Notebook

Notebook –MS Fundraiser

Section - Movie Night

Page – Fall Event

Overall Team Status

Individual	Work Item	Deadline	Status	Notes
Jim	Writing	August 13		
Ann	Artwork	August 25		
Tom	Marketing	August 31		
Matt	Approving	September 4		



Insert Tab

Sharing a Notebook

Overall Team Status

Individual	Work Item	Deadline	Status	Notes
Lawrence	Writing	August 13		
Ann	Artwork	August 25		
Michelle	Marketing	August 31		
Matt	Approving	September 4		





Info

New

Open

Print

Share

Export

Send

Account

Options

Share Notebook



2020 Family Vacation

P: » Christine Deel » OneNote

This notebook can be used by anyone who can get to it.

P:\Christine Deel\OneNote\2020 Family Vacation



Email Others About the Notebook



Share with an Online Meeting

If you want to share it with specific people, please put it on OneDrive or SharePoint.

[Copy this notebook to OneDrive or SharePoint](#)



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OneNote notebook: 2020 Family Vacation - Message (HTML)

File Message Insert Options Format Text Review Adobe PDF PROOFPOINT ENCRYPTION Tell me what you want to do...

Send Securely Paste Basic Text Names Include Tags Add-ins

Send

From Christine.Deel@osumc.edu

To...

Cc...

Bcc...

Subject OneNote notebook: 2020 Family Vacation

Click to open the notebook in OneNote:
<onenote:///P:\Christine%20Deel\OneNote\2020%20Family%20Vacation>

The notebook is shared only with people permitted to access its location.



Insert Tab

Sharing a Notebook

Overall Team Status

Individual	Work Item	Deadline	Status	Notes
Lawrence	Writing	August 13		
Ann	Artwork	August 25	Concept Sketches Everyone – check them out on this page – (http://u.osu.edu/osuap)	
Michelle	Marketing	August 31		
Matt	Approving	September 4		

AF



Insert tab

- Record Audio/Record Video icon
- Page Templates
- equations

Draw tab

History tab

Review tab

View tab



Resources for Continued Learning

OneNote - Your digital notebook

<https://products.office.com/en-us/onenote/digital-note-taking-app>

Microsoft OneNote Tutorial

<https://www.youtube.com/watch?v=6E3eC2HfQJ0>

OneNote for Windows

https://www.youtube.com/watch?v=iHI4t_-48JQ

How to organize stuff in Microsoft OneNote 2010

<https://www.youtube.com/watch?v=PYQS-b-xFFU>





Q & A



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