## Integrating Outlook with OneNote

Add meeting details from your Calendar to a notebook in One Note This will add the subject, attendees, date and location – you are then ready to add your notes for the meeting.

From within OneNote, click on Meeting Details. You

Will find this on the **HOME** tab.

You can either select a meeting listed under Today's Meetings, Or click on Choose a Meeting from Another Day if you want to add future meetings into your notebook.
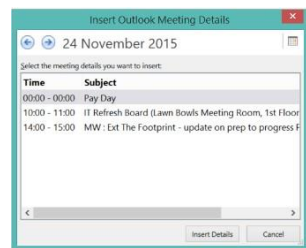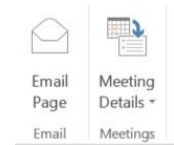
Choose the date you want to select a meeting from.

Either use the arrow keys or click on the Calendar button. Select the meeting, then click on **Insert Details**.

The details of this meeting will now be displayed in your notebook.

Email a page of notes directly from your notebook

Click on Email Page. You will find this on the **HOME** tab.

This will copy all the notes from the current page in your Notebook into an email. Address and send as normal.
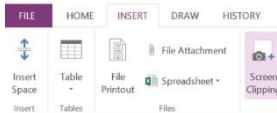
Take a Screen Clipping from a Web Page

Have your notebook open and on the page you want the screen clipping to appear. Open Internet Explorer and go to the website you want to use.

Click back into OneNote using the icon on the Taskbar at the bottom of the screen.

Click on the **INSERT** tab.

Click on **Screen Clipping**.

OneNote will switch back to the web page and dim the page. Using your mouse to Click & Drag to select the section of the page you want to take a clipping of. When you release the mouse, the screen clipping will be dropped into your notebook along with a link to the web page.

Page Colour and Rule Lines

These options appear on the **VIEW** tab.

To add a shade of colour to your notebook page, click on **Page Colour** then select a colour.

To add rule lines or gridlines to your page, click **Rule Lines** then select a style.

Using the Drawing Tools with your stylus

Click on the **DRAW** tab. Select the pen style you want to use.

You can use your stylus for handwriting in your notebook

If you have taken some handwritten notes and want to convert them into typed text, click on the **Convert** button, then select **Ink to Text**. If you hand writing is not legible to OneNote, it may convert the text into something other than what you have written.

Typing Notes

To type notes, click on the page where you want the notes to appear, and then type your text.   A container appears Around your text. You can drag and

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To type notes, click on the page where you want the notes to appear, and then type your text.   A container appears Around your text. You can drag and drop the container to reposition the text anywhere on the page.

Handy Hints for Using One Note
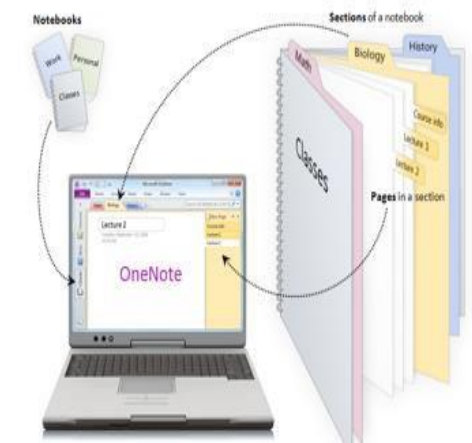
Definition of One Note

OneNote is a digital notebook that provides a single place for all of your notes and information giving you more organisational control and security. This application comes as part of Microsoft Office therefore you will be familiar with the functionality available within this App. For example Copy (Ctrl C), Paste (Ctrl V) and Spell check (F7)

You can use One Note whilst Offline therefore do not have to be connected to the network through Network Cable, WI-FI or 4G.
Amendments automatically save, this is linked to your B:\ which is your own personal drive connected to your AD login, therefore can only be seen by you. One Note is only an interim place to keep your notes. The expectation is that your notes will be moved and retained into EDRMS or to a shared drive. At the point when this happens then your notes in One Note should be deleted, which will allow you to free up space for more notes as you only have 100mb of space.

A Note Book – Like a Binder (Filofax etc.)
Sections within the Note Book are like Dividers within Binder
Pages within Sections are Like – Pages within Dividers.

Create a New Notebook

When you first start OneNote, it creates a sample notebook for you. You can use this notebook or create your own.

1. Select File, New.
2. Click into the Notebook Name field and type a name.
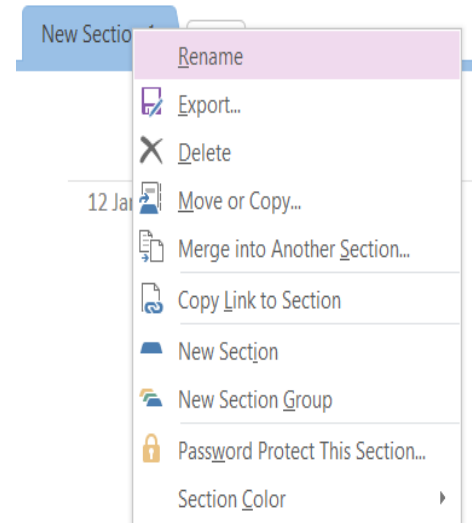3. Click on the Create Notebook icon.
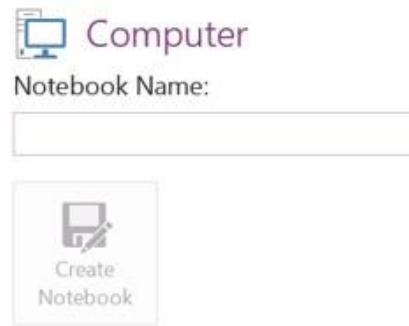
Note: OneNote notebooks are currently unable to be saved into EDRMS.

The notebook is the key object in Microsoft OneNote and is composed of pages, subpages, sections, views, and a variety of content. Adding a note to a page is as easy as placing your cursor on a page and starting to type. OneNote automatically saves your work in your notebooks. When your reopen a notebook, your latest changes will be there.

Creating and Renaming Sections

When you create a new notebook, it will already have a section, named New Section 1.
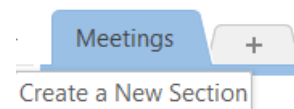To rename a Section tab, **right click** on it and select Rename from the menu.

To change the Colour of the Section Tab, choose Section Colour.

Type a new name for this section then press Enter.
To create a new section, click on the + sign then type a name for your new section.

Within a notebook, you can create as many sections and pages as you want.
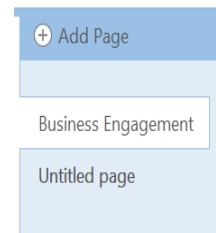
Creating and Naming Pages

To name your first blank page, just start to type in the heading area then press Enter. You are now ready to start taking notes.

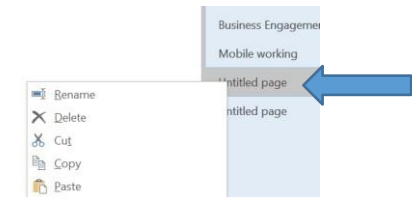To add further pages to this section, click on Add Page at the Right hand side of the screen, then type the page title.
If you don't type a name for the page, it will remain untitled page.

Renaming and Moving Pages

To rename a page you can right click on the untitled page, select Rename from the shortcut menu, then type a title for the page.