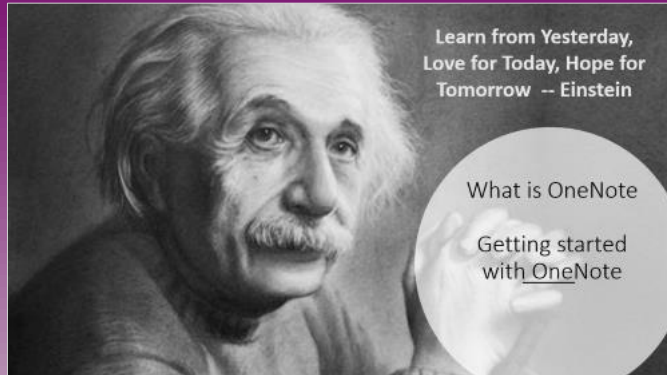


# Getting Started with Microsoft OneNote

Presentation by Liz Sundet  
RTC Administrative Professionals Day  
April 18, 2018



Client Vs. Browser Differences



Learn from Yesterday,  
Love for Today, Hope for Tomorrow -- Einstein

What is OneNote  
Getting started with OneNote

# Getting Started with Microsoft OneNote

Presentation by Liz Sundet  
RCTC Administrative  
Professionals Day  
April 18, 2018



# Liz Sundet

Microsoft MVP, MBA, PMP, CBAP, CSM

Adjunct Instructor – RCTC/Mayo Clinic

Musician:



Fur-baby:



Biker—“Throttles Not Pedals”

Email: [liz@lzsundet.com](mailto:liz@lzsundet.com)

Follow on Twitter: @percusn



Connect with me on LinkedIn

- <http://www.linkedin.com/in/lzsundet>



*Keep things as  
simple as possible,  
but no simpler*

*-Albert Einstein*



# *Agenda*



- *What is OneNote*
- *Getting Started with OneNote*







## With OneNote:

- Type Notes/Record Audio
- Sketch or write ideas
- Add pictures
- Take notes/Find notes
- Freely move things around
- Organize pages into sections
- Keep sections in multiple notebooks
- Switch devices—OneNote is in the cloud
- Share your notebooks—Collaborate with others







Sign in

Email, phone, or Skype

Next

No account? [Create one!](#)

## To Start

- You will need a Microsoft Account
- You can set up a new Microsoft Account at [www.onenote.com](http://www.onenote.com)
- Sign in with your Microsoft Credentials and get started creating

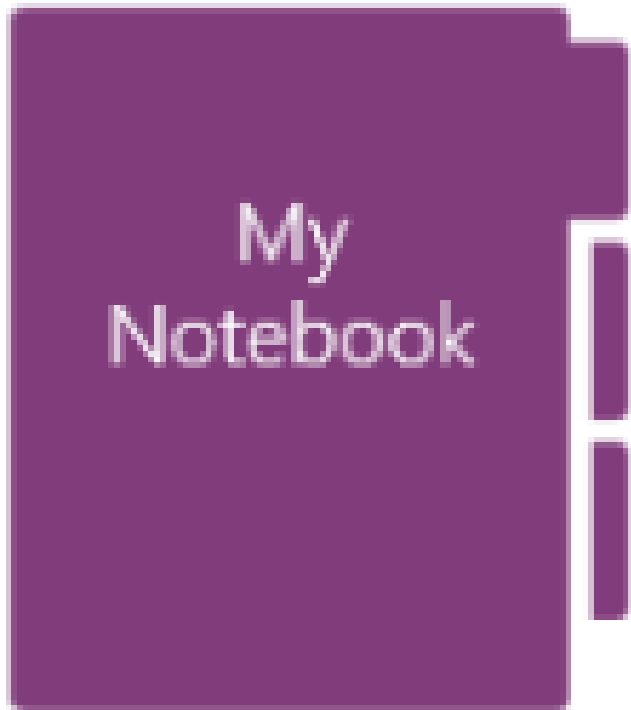


Sync to OneDrive

Share with anyone  
on PC, phone, or tablet

Use Cloud or Client version

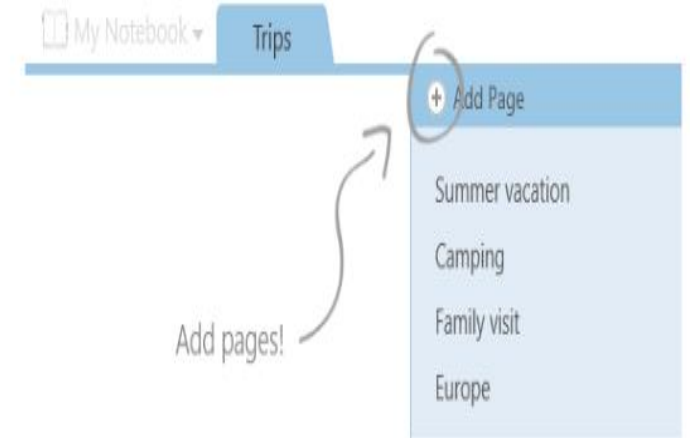
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Add sections for activities like:



Add pages inside of each section:



Get Organized—Start with My Notebook—everything lives here

# 1. Take notes anywhere on the page

Write your name here

---

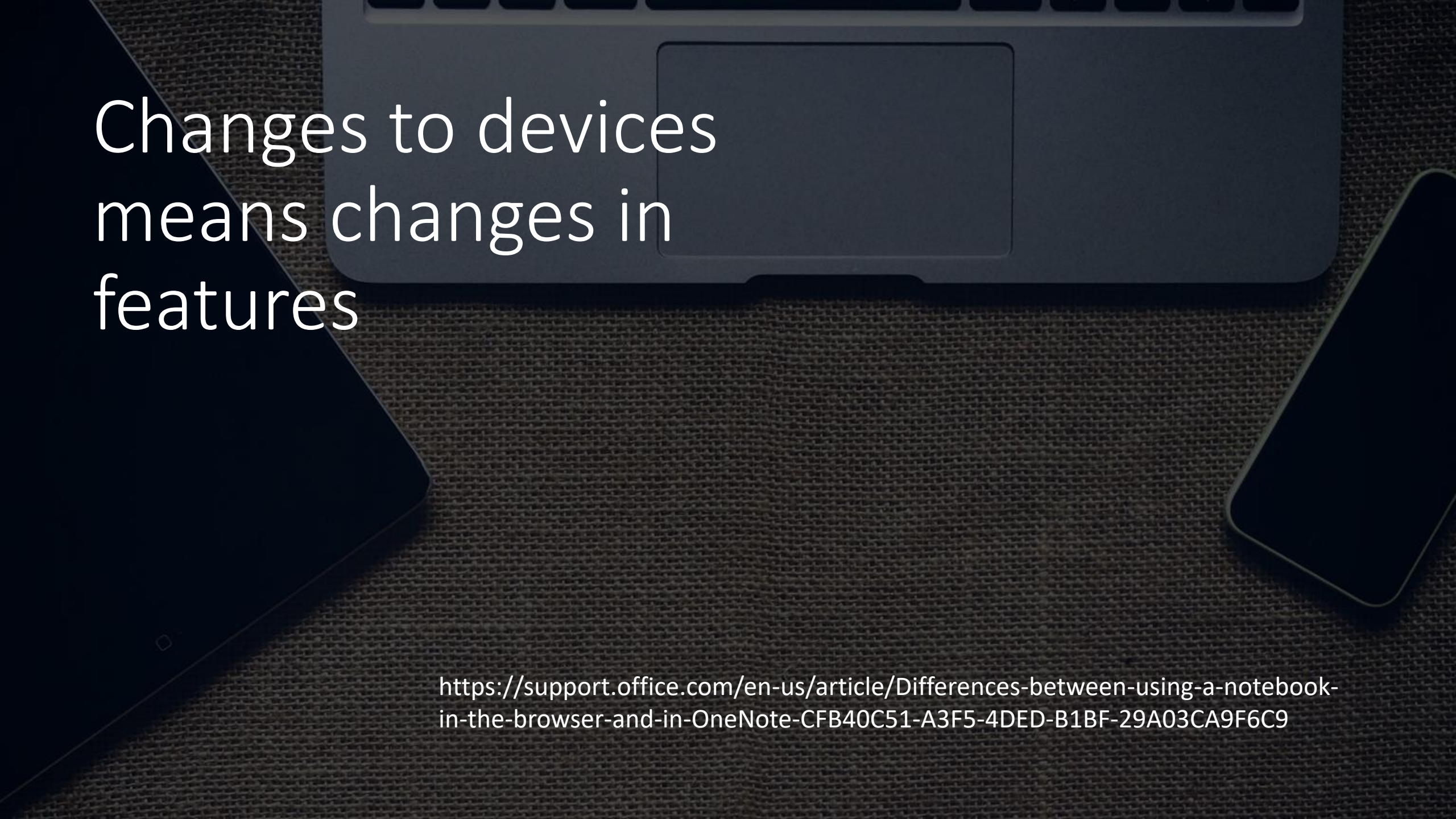


Just start typing

---

A collection of electronic devices is arranged on a light-colored wooden surface. In the top left is a black smartphone. To its right is a black portable hard drive with the text 'QUANTUM PORTABLE HD' visible. In the bottom left is a Samsung tablet with the brand name 'SAMSUNG' at the bottom. In the bottom right is a silver laptop with a black keyboard. The laptop screen shows a Windows desktop with various icons and a taskbar. The text 'Things to know...' is overlaid in white, with a vertical line to its left.

Things to know...



Changes to devices  
means changes in  
features

<https://support.office.com/en-us/article/Differences-between-using-a-notebook-in-the-browser-and-in-OneNote-CFB40C51-A3F5-4DED-B1BF-29A03CA9F6C9>



“Creativity is Intelligence Having Fun”-Einstein

# Getting Started with OneNote





# Demo

Sign Into  
Account

Show Ribbon  
Features

Create New  
Section

Easy  
Collaboration

Create New Page

Differences  
between Client  
and Browser





Sign in

Email, phone, or Skype

Next

No account? [Create one!](#)

## To Start

- You will need a Microsoft Account
- You can set up a new Microsoft Account at [www.onenote.com](http://www.onenote.com)
- Sign in with your Microsoft Credentials and get started creating

# Where to create your OneNote Notebook

New Page for Section - OneNote 2016



Info

New

Open

Print

Share

Export

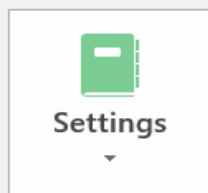
Send

Account

Feedback

Options

## Notebook Information



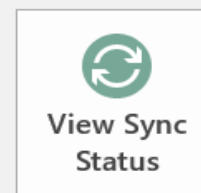
### Liz Sundet

[https://lizsundet-my.sharepoint.com/personal/liz\\_lizsundet\\_com/\\_layouts/OneNote.aspx...](https://lizsundet-my.sharepoint.com/personal/liz_lizsundet_com/_layouts/OneNote.aspx...)

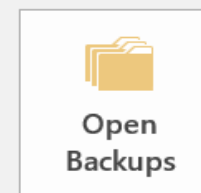
Not syncing.

[Invite people to this notebook](#)

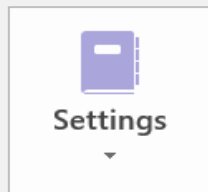
[View Notebook](#)



View Sync  
Status



Open  
Backups



### Team Site Notebook

[https://lizsundet.sharepoint.com/\\_layouts/OneNote.aspx?id=%2FSiteAssets%2FTeam%...](https://lizsundet.sharepoint.com/_layouts/OneNote.aspx?id=%2FSiteAssets%2FTeam%...)

[Invite people to this notebook](#)

[View Notebook](#)

In SharePoint  
look for  
Notebook

Office 365 | SharePoint

Search this site

- Home
- Conversations
- Documents
- Notebook
- Pages
- Site contents
- Recycle bin

PP PMP Prep Live Class  
Private group

+ New

Documents

+ New Upload

Name



Office 365 →

## Apps



Outlook



OneDrive



Word



Excel



PowerPoint



OneNote



SharePoint



Teams



Class Notebook



Sway

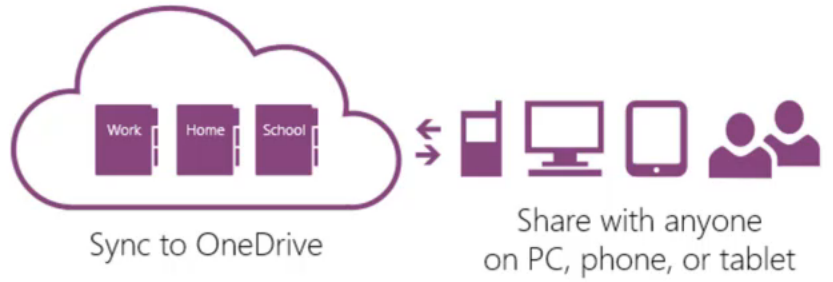


Forms

All apps →

Demo

# OneNote: one place for all of your notes



[Watch the 2 minute video](#)

## 1. Take notes anywhere on the page

Write your name here

## 2. Get organized

You start with "My Notebook" - everything lives in here



Add sections for activities like:



Client Vs. Browser  
Differences

---



# Look and Feel

The screenshot shows the OneNote Online interface. The browser address bar displays a URL from mbrctc.sharepoint.com. The OneNote ribbon includes tabs for File, Home, Insert, Draw, View, Class Notebook, Print, and Tell me what you want to do. The notebook name is "PMP Prep Live Class Notebook". The page title is "Create a new page" with a timestamp of "Sunday, April 8, 2018 3:35 PM". The main content area contains the text "Hello just testing things out on here to see how it works", a red speech bubble with the word "Amazing!" and a smiling apple character, a checklist with three items (the first is checked), and a 5x4 grid. A yellow highlighted question "Michele do you have any questions on how this works??" is at the bottom.

OneNote Online

PMP Prep Live Class Notebook

File Home Insert Draw View Class Notebook Print Tell me what you want to do Open In OneNote Saved It's Just You Here Now

PMP Prep Live Class Notebook


Meetings Create a new page

Testing with OneNote Microsoft Forms

## Create a new page

Sunday, April 8, 2018 3:35 PM

Hello just testing things out on here to see how it works



- Create a to do list
- Using the OneNote Presentation
- Then deliver the content to Admin Professionals Day


? Michele do you have any questions on how this works??

+ Section + Page

The screenshot shows the OneNote 2016 desktop application interface. The title bar indicates "Untitled page - OneNote 2016" and the user name "Liz Sundet". The ribbon includes tabs for File, Home, Insert, Draw, History, Review, and View. The notebook name is "Liz Sundet". The page title is "Untitled page" with a timestamp of "Sunday, April 8, 2018 9:32 PM". The main content area is blank. The right sidebar shows a search bar and an "Add Page" button.

Untitled page - OneNote 2016

Liz Sundet

File Home Insert Draw History Review View

Liz Sundet Quick Notes MNo365UG PowerBI Unbound Feel Goods MVP Summit Confirmations Passwords Confirmations 2 state of mn New Section 1

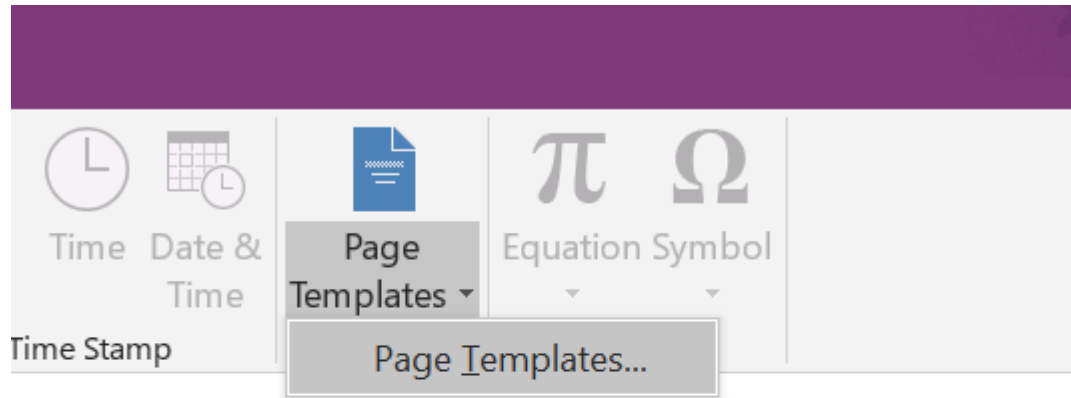
Search (Ctrl+E)

Untitled page

Untitled page

Add Page

# Page Templates



Only available in OneNote 2016-client version

## Project Overview

Sunday, April 8, 2018 9:41 PM

**Project Name:**  
**Company Name:**  
**Presenter Name:**

**Description**  
Describe the project in non-technical terms.

**Project Goals**

- Ultimate goal of project
- Relationship to other projects
- High-level timing goals

**Description**

- Describe the project in non-technical terms.

**Team/Resources**

- State assumptions about resources allocated to this project
- People
- Equipment
- Locations
- Support & outside services
- Manufacturing
- Sales

**Procedures**

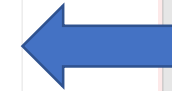
- Highlight any procedural differences from regular projects of this type
- Discuss requirements, benefits, and issues of using new procedures

**Schedule**

- Review schedule milestones here

**Current Status**

- Overview of progress against schedule
  - On-track in what areas



## Templates

Add a page

Add a page based on one of the templates below.

**Academic**

- [Simple Lecture Notes](#)
- [Detailed Lecture Notes](#)
- [Lecture Notes and Study Questions](#)
- [Math/Science Class Notes](#)
- [History Class Notes](#)

**Blank**

**Business**

- [Project Overview](#)
- [Simple Meeting Notes 1](#)
- [Simple Meeting Notes 2](#)
- [Informal Meeting Notes](#)
- [Personal Meeting Notes](#)
- [Detailed Meeting Notes](#)
- [Formal Meeting Notes](#)

**Decorative**

**Planners**

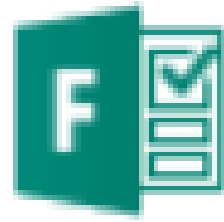
**Always use a specific template**

Pick a template you want to use for all new pages in the current section.

No Default Template

**Create new template**

[Save current page as a template](#)



Forms

Forms



# Connect to other Apps...like Forms

Microsoft Forms

Microsoft OneNote Basics

Please fill in the form below on the Microsoft OneNote Basics Presentation

Your response is anonymous.

1. Tell us how you like OneNote

★★★★★

2. Will you use OneNote to be more productive at Work

Yes

No

Maybe

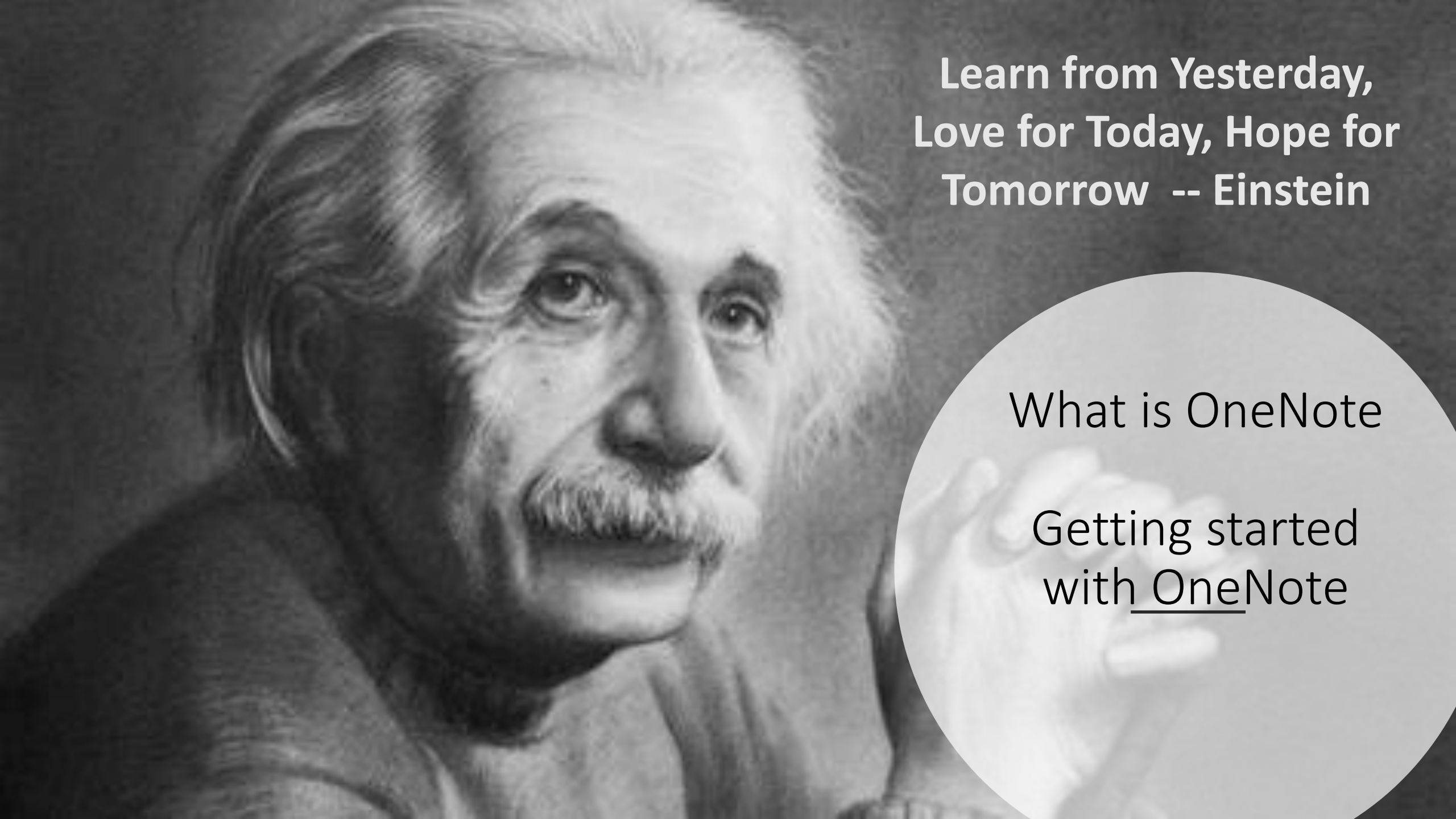
3. What was the coolest thing you learned about OneNote today?

---

Forms are only available in Office 365

Try it with me...  
<https://bit.ly/2qi0i8u>




A black and white portrait of Albert Einstein, showing his characteristic wild hair and mustache. He is looking slightly to the right of the camera with a thoughtful expression.

**Learn from Yesterday,  
Love for Today, Hope for  
Tomorrow -- Einstein**

What is OneNote

Getting started  
with OneNote



*The important thing is not to  
stop questioning.*

*Albert Einstein*