CITY OF **MADISON**

Getting Started with Microsoft OneNote | M365

OneNote is a digital notebook that provides a single place for you to keep all your notes, research, plans, and information. Anything you create here automatically backs up to the Microsoft 365 Cloud. Notebooks can be shared with colleagues for real-time collaboration.

How to Access:

- You can access OneNote on your computer *(most common)* or via your phone *(using the OneNote app)*. **There are three ways to access OneNote on your computer:**

The Desktop App	Teams	Office.com
• Open the Desktop App	• Open the Teams Desktop App • Select the three dots button • Select OneNote	• Log into Office.com • Select the Apps button • Select OneNote
"Most intuitive to work in the app! But, suggest experimenting with which is most comfortable for you." - *HR Team Member*		

Don't Worry About Saving:

- OneNote automatically saves all your changes as you work – so you never have to. Even when you close the app or if your PC goes to sleep, your notes are always saved, so you can continue right where you left off.
- To see when OneNote last synced your changes, select **File > Info > View Sync Status.**
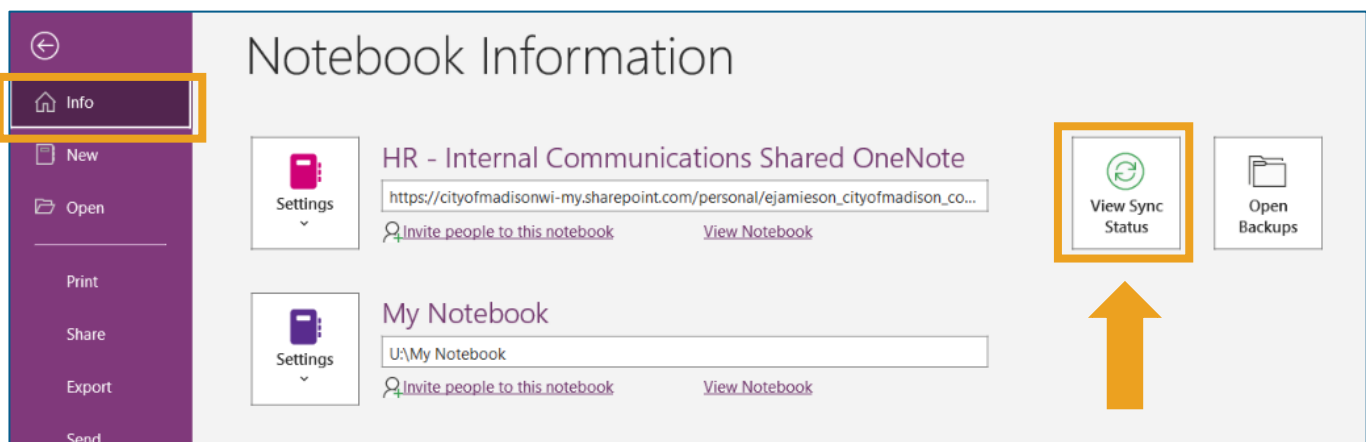
Add Pages and Notebooks

- To create a new page in the current section, **right-click** any page tab and then select **New Page.**
- To create a new section in the current notebook, **right-click** any section and then select **New Section.**
- To create a new notebook, click **File > New,** and then select where to store the new notebook.

- o If you want to be able to access your notes on all your devices, you should create your new notebooks in your OneDrive.

Search Your Notes

- Use the search bar on the right side of the notebook to search for specific items. This searches both pages and sections.
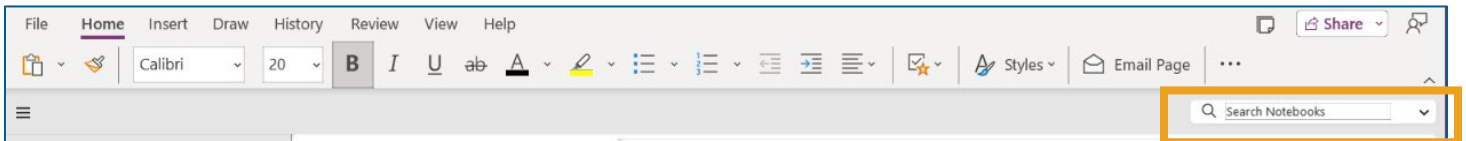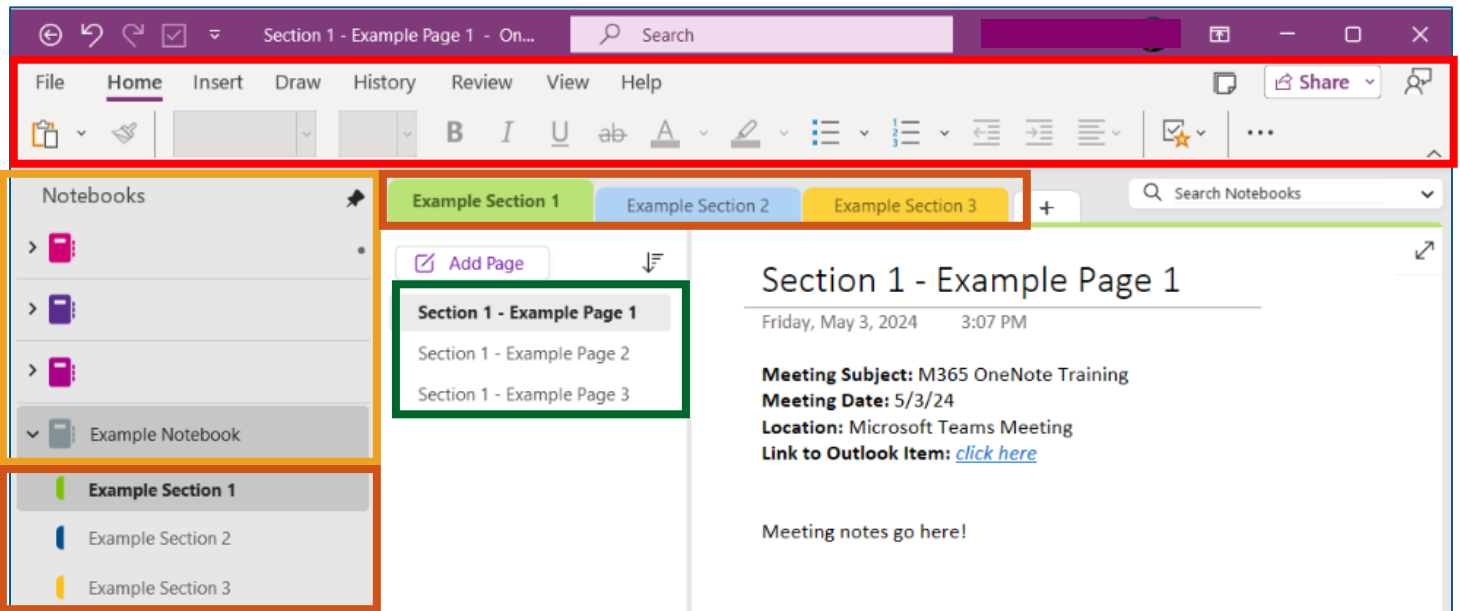

## Share Your Notes with Other People

In OneNote, your cloud-based notebooks remain private unless you choose to invite other people to view or edit information in the current notebook. To begin collaborating with others, select **File > Share,** and then choose what you want to do.
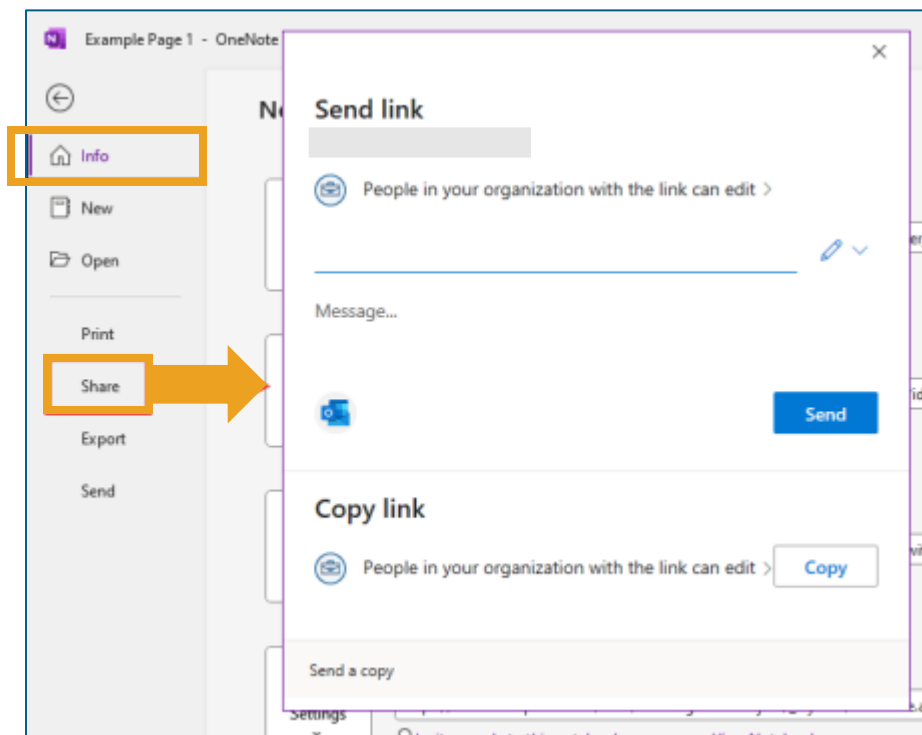
The OneNote Screen

- **Notebooks:** Select the notebook name to switch between notebooks or select the pin icon to keep the Notebook pane open.

- **Section Tabs:** Sections contain pages. Select the section tabs to switch between sections in the current notebook. Click and drag sections to reorder them.

- **Page Tabs:** Select the page tab to switch between pages. Click and drag to reorder them.

- **Editing Ribbon:** The Ribbon contains the tools and tabs to edit and view your information. Use the downward-facing arrow in the bottom right corner of the Ribbon to toggle between the Classic and Simplified Ribbon views.
    - You'll find **most of the same functions** from Microsoft Word here, but since this is in a "notebook" format, **the boundaries of a "page" are much freer.**
    - When typing, **a box will appear**
        - To **change the size of the area you can type in**, hover your mouse over the edge you want to expand, click and drag until the box is the size you want.
    - To add a table, go to the "Insert" tab along the top, and select "Table" – add the desired rows and columns.
        - You'll now see all the **typical table functions** from Word.
        - Similarly to the typing text box, tables in OneNote are somewhat temperamental – so hovering over the **box that shows up around a table** will allow you to easily change the size of your table working area.
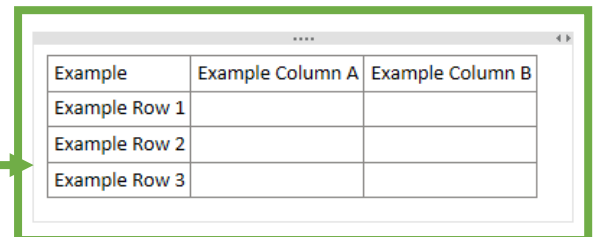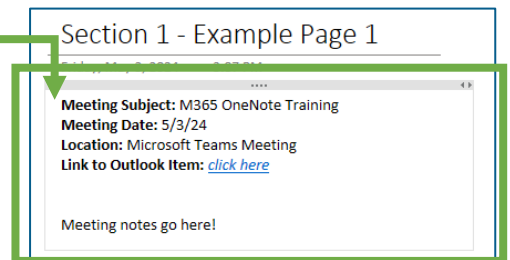
Still unsure about using OneNote?

We understand that learning about a new technology can be overwhelming!
Check out IT & Microsoft's training articles and videos on the LearnM365 resources.