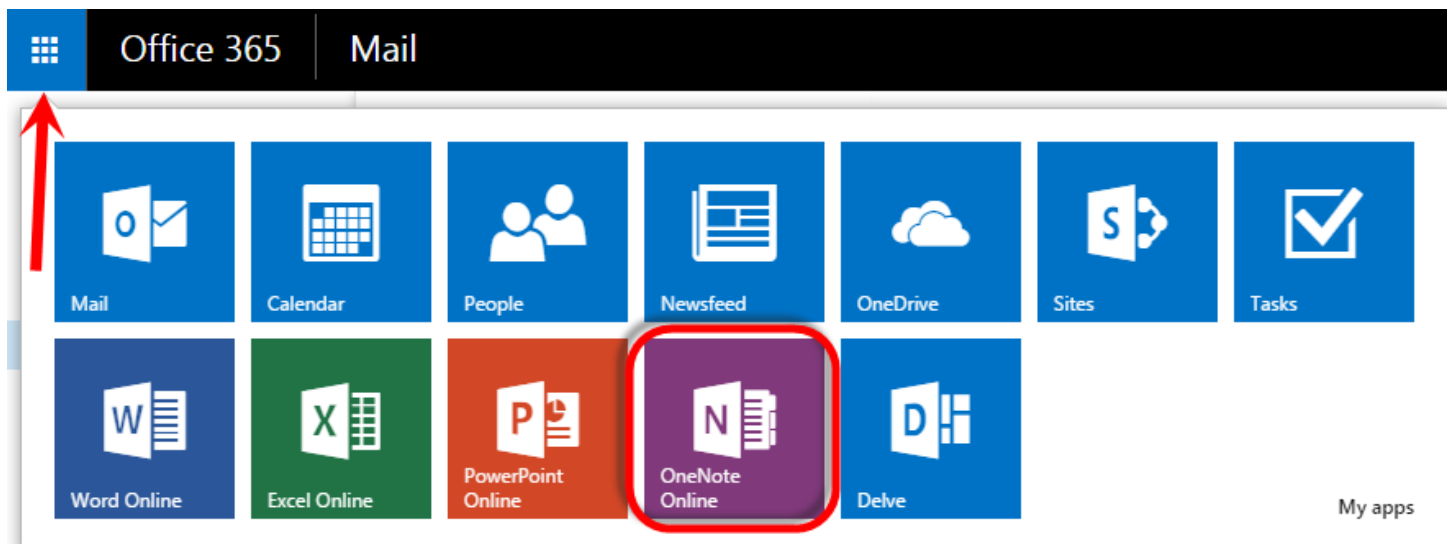


OneNote

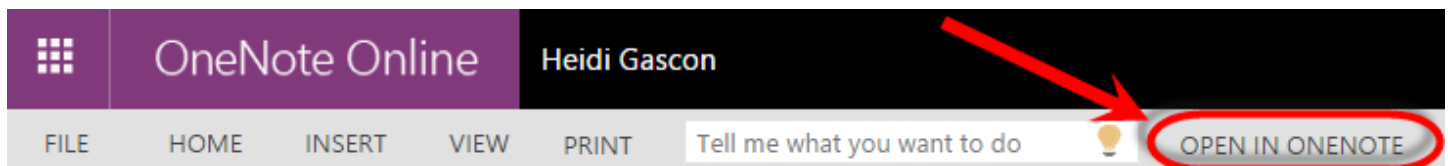
Video Tutorial: <http://goo.gl/7hNUd8>

Accessing Your One-Note

1. Start at <http://outlook.office365.com>
2. Choose the “App Launcher” and select “One Note Online”



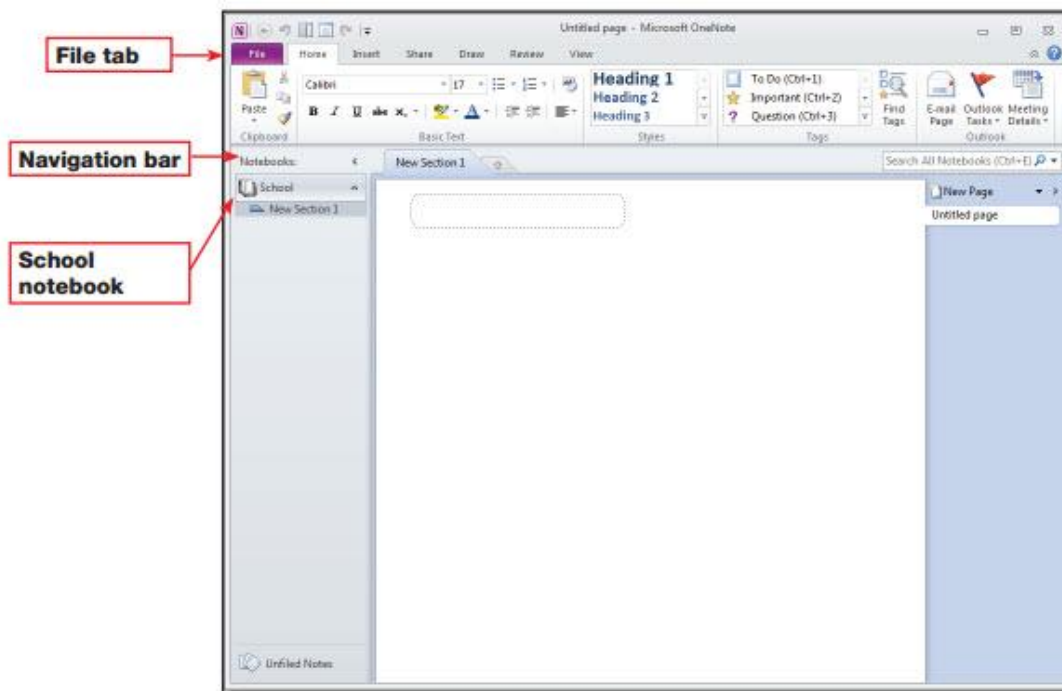
3. Choose the **Open in OneNote** button



Note: You only need to do these steps the first time to make sure you are using your OneDrive Business account. You will now be able to access all your files through either the desktop version or the online version.

Using OneNote

OneNote (Desktop Version)



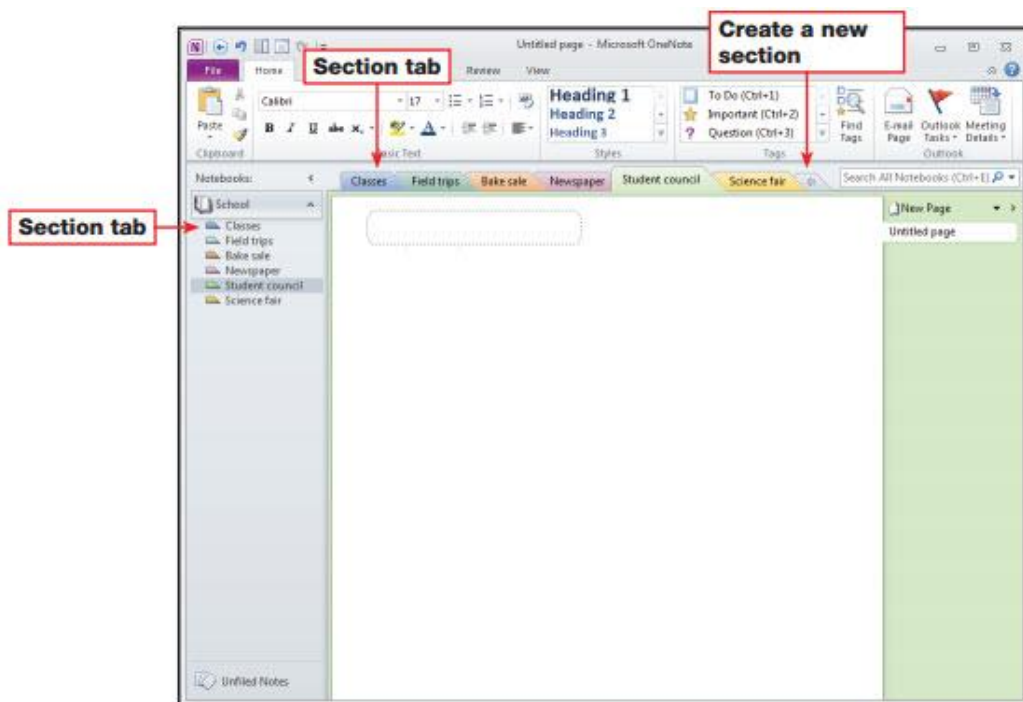
Add notebooks:

Click the file tab and choose "New Notebook."

Use the arrows in the navigation bar to show or hide more information.

<http://highered.mcgraw-hill.com/sites/dl 1>

Add Sections to a Notebook



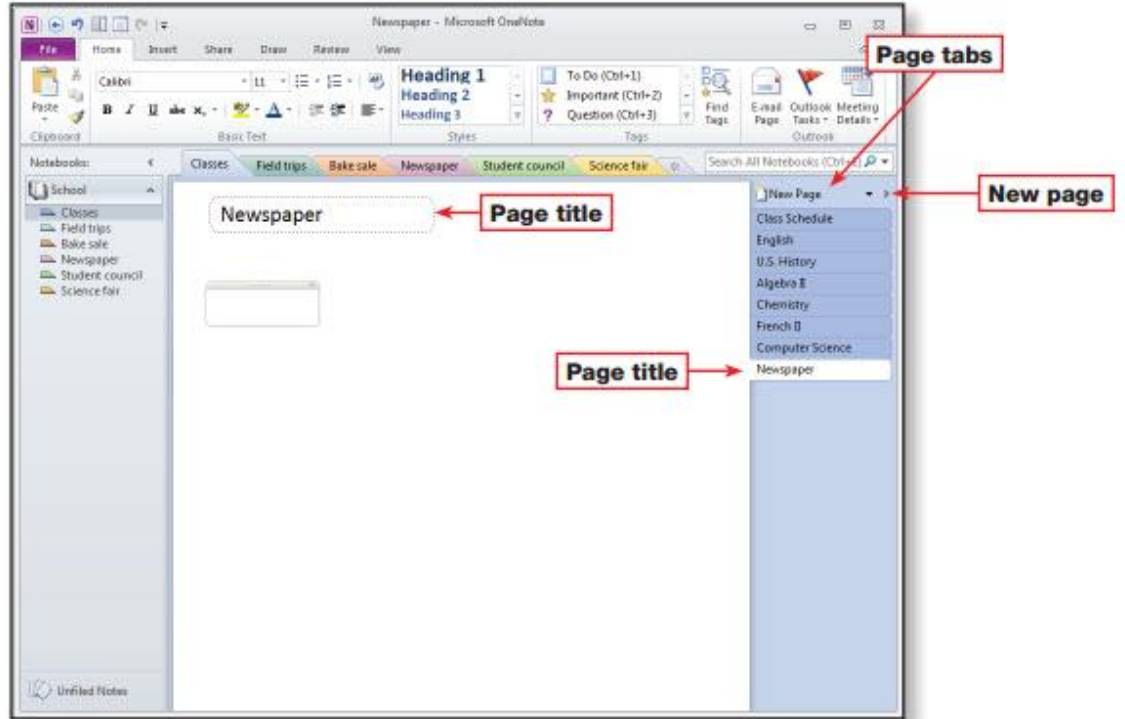
Sections keep your notebook organized. They are like tabs inside a binder to help you find files more quickly. You can add sections for each meeting, month or topic.

<http://highered.mcgraw-hill.com/sites/dl 2>

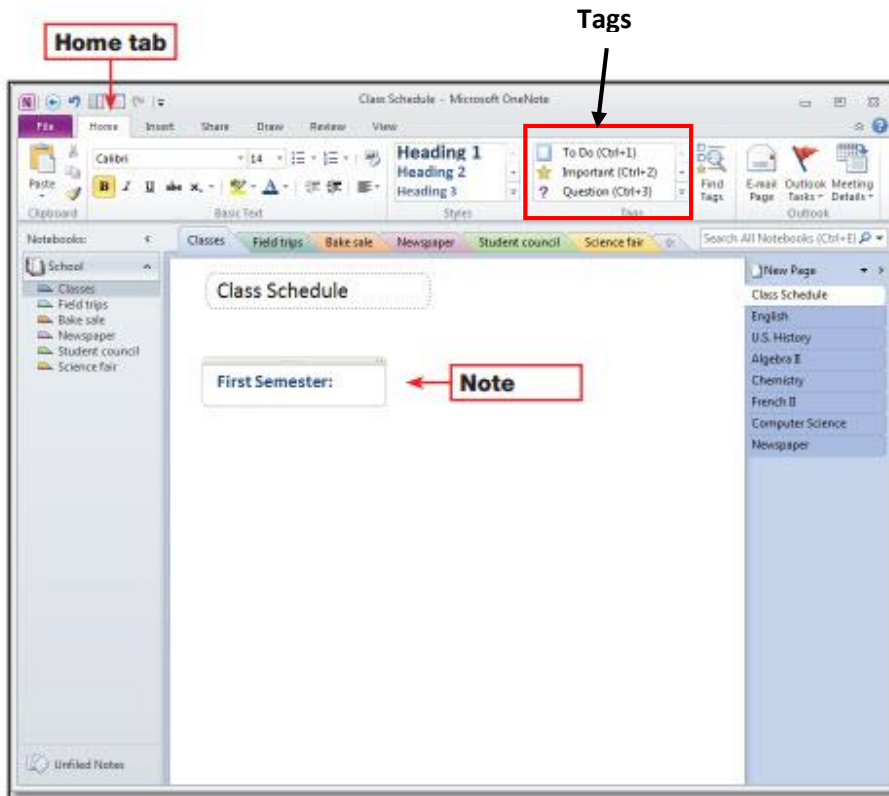
Adding Pages within a Section

Within each section, you can add new pages to organize your information.

Add a title at the top of the page and it will change in the “Page Tabs” section.



The “Home” Tab

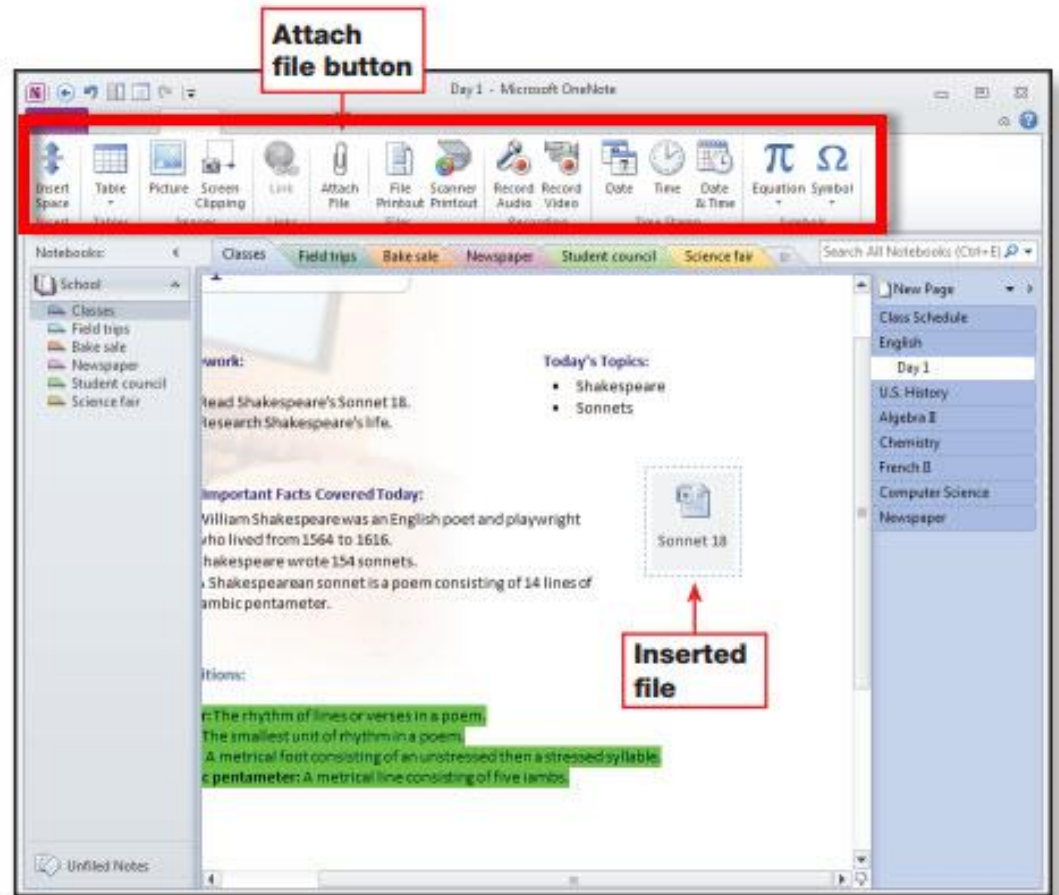


Change font options and formatting

Add “tags” to quickly find items later.

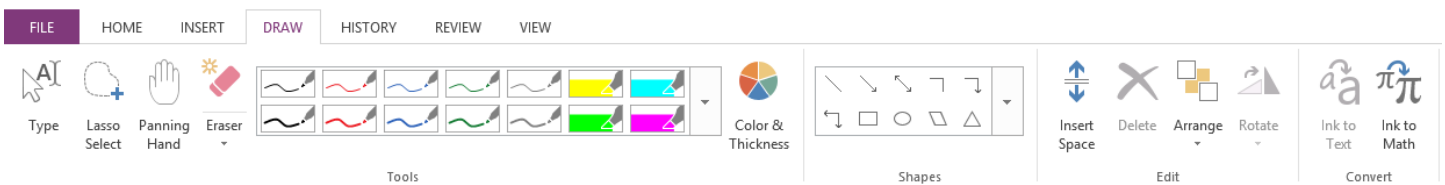
The “Insert” Tab

- Add Tables, pictures, links
- Attach a file to the note
- Take a Screen clipping or screenshot to add to the Note
- Record a video presentation



<http://highered.mcgraw-hill.com/sites/dl5>

The “Draw” Tab



The “View” Tab

