

Microsoft OneNote (Installed Software)

OneNote is part of the Microsoft Office 2013 or 2016 Suite that is available on your campus computers. You use OneNote in conjunction with Microsoft OneDrive where your notebooks are stored and shared.



Access your VCCS/Office 365 Online Account

1. Go to <http://office.vccs.edu>
2. Enter your **VCCS email address** and **password**.
3. You will be logged in to your Office 365 Desktop. Here you can access your OneDrive account and the online versions of all of your Microsoft programs.
4. Click on OneDrive to open and view it.



Access your OneNote Software

1. Click on the **Start Menu** on your computer.
2. Enter **OneNote** in the search bar.
3. **Right click** on **OneNote**, and choose **Pin to Start Menu**. Now you will have easy access to OneNote whenever you need it.

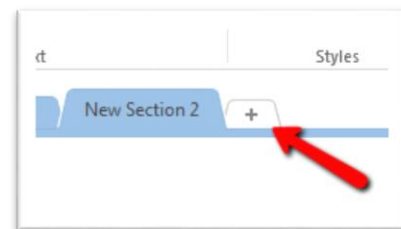
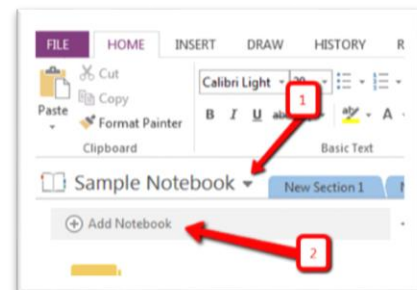
Basics

OneNote Overview

1. OneNote Notebooks are similar to **binders** on a shelf with **section dividers** and **pages**.

Create a New Notebook

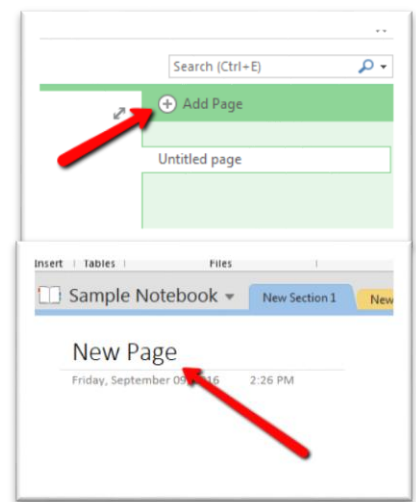
1. Click on the **down arrow** next to the name of the current notebook.
2. Click on **+ Add Notebook**.
3. If available, choose **OneDrive – VCCS Student Advantage**
4. If you don't see that option, click **+ Add a Place** and select **Office 365 SharePoint**, where you will be asked to login with your **VCCS email and password**.
5. Enter a name for your new notebook and click **Create Notebook**.
6. You will be given the option to share your notebook with other people. For now click **Not Now**.
7. Your new notebook will open.



Add Content to Your Notebook

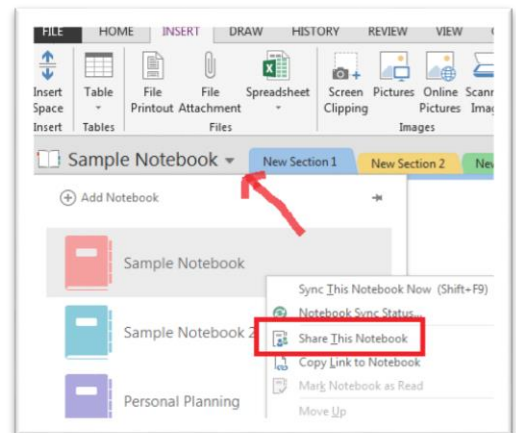
1. **Add a new section** – Click **+** on the sections bar and give your section a name.
 - a. Re-order the section tabs by dragging them.

- b. Change the color of a tab by **right-clicking** on it and choosing **Section Color**.
2. **Add a new page** – Click **+ Add Page**.
 - a. Name your page on the line above today's date in the content area.
 - b. Enter text using tools on the **Home** ribbon.
3. **Use the Insert ribbon**
 - a. Insert a **table**.
 - b. Insert an **image, clipart** or a **screen clipping**.
 - c. Insert a **file printout**, a **file attachment** or an **Excel spreadsheet**.
 - d. Insert a **link**.
 - e. Insert **symbols** or **equations**.
 - f. Quickly insert the **current date and time**.
 - g. Insert **extra space** anywhere on the page. **Insert > Insert Space**.
 - h. Insert **Page Templates** – be sure to do this **before** adding any content.
4. **Tag content**
 - a. Prioritize, organize, and categorize your content. **Home > Tags**
 - b. Use **Find Tags** to search your tagged items.
5. **Create Outlook Tasks**
 - a. Select the words you want to be your task.
 - b. Click **Home > Outlook Tasks**, and choose a reminder.
 - c. A flag appears next to the task, and your task is added to **Microsoft Outlook**.
 - d. Mark the task as complete in **OneNote**, and the task will be removed from **Outlook**.
 - e. You can search for a task using **Find Tags**.



Share your Notebook

1. Click on the name of the **current Notebook** to open the Notebooks list.
2. **Right-click** on the **Notebook** you would like to share.
3. Choose **Share This Notebook**.
4. Enter **email addresses (VCCS)** and click **Share**, or choose **Get a Sharing Link**.



Getting the Most out of OneNote

1. **Record a lecture** using the **Record Audio** or **Record Video** button
 - a. Take notes at the same time using the **Draw** ribbon.
2. Take **Handwritten Notes**
 - a. Use the **Draw** ribbon
 - b. Use your mouse or a connected stylus to draw or handwrite in your pages.
 - c. Use the **Lasso Select** tool to select and move your items around the page.
3. Using **Linked Notes** in Word, PowerPoint, Internet Explorer, and other OneNote documents
 - a. (While in Word) **Review > Linked Notes**. Select the **OneNote** Notebook, Section, and Page you want to add your notes to. Start typing your note.
 - b. To finish, click on the **link icon** and select **Stop Taking Linked Notes**.
4. **Email** a copy of your page to someone
 - a. **Home > Email Page**
5. **Export** a page, section, or whole notebook
 - a. **File > Export**

- b. Choose **page, section, or notebook**
 - c. Choose a **format**: OneNote, Word document, PDF, or web page.
 - d. Click **Export**, and **browse** for a location to save.
6. **Send** a copy of the current page via **email**, as a **PDF attachment to an email**, to **Word**, or to a **Blog**
 - a. **File > Send**
7. **Send a Word document to OneNote** by using the **Print** function
 - a. **File > Print > Click on Printer** and choose **Send to OneNote**
8. **Share** your Notebook with a colleague
 - a. **File > Share** > insert email address(es) or **get a link** that you can insert into an email
9. **Translate text** to another language:
 - a. Highlight the text > **Review > Translate** > choose the languages to translate from and to.
10. **Password Protect** a Section
 - a. **Right-click** on the Section heading > **Password Protect This Section**
 - b. Don't lose the password!! It **cannot be recovered or reset!**

Staying Organized

1. **Create a Personal Planning Notebook**
 - a. Sections could be: Meeting notes, Student notes, Lesson planning, To-Do lists, etc.

Meeting notes

2. When you schedule a meeting in **Outlook** and invite attendees > Open the **meeting item** on the **calendar** > Click **meeting notes**, choose to **share notes with the meeting**, and choose your Meeting Notes **section** and **page** in **OneNote** > Info from your scheduled meeting in **Outlook** will import into your **OneNote** page.
3. Or, from your meeting notes page in **OneNote**, click **Home > Meeting Details** > select the meeting.
4. Attach documents or emails related to the meeting.
5. Then send your meeting notes page in an **email**. **Home > Email Page**.

Lesson Planning & Research

1. Insert **Screen Clippings** from the **Internet**. Includes source information (**only when using IE**)
 - a. **Insert > Screen Clipping > Highlight** the section of the screen you want to clip.
 - i. When using **Internet Explorer**, the **source** information will be added under the screen clipping.
2. Insert all items that are related to your project:
 - a. Word **documents**, PowerPoint **presentations**, and Excel **spreadsheets**
 - b. **Emails**
 - c. **Links** to web pages or other OneNote pages.