



# LUMS

*Information Systems & Technology*

Microsoft  
**OFFICE**<sup>365</sup>  
**OneNote**

CREATE

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FUTURE

2016



**Office 365**

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## Microsoft Office 365 OneNote

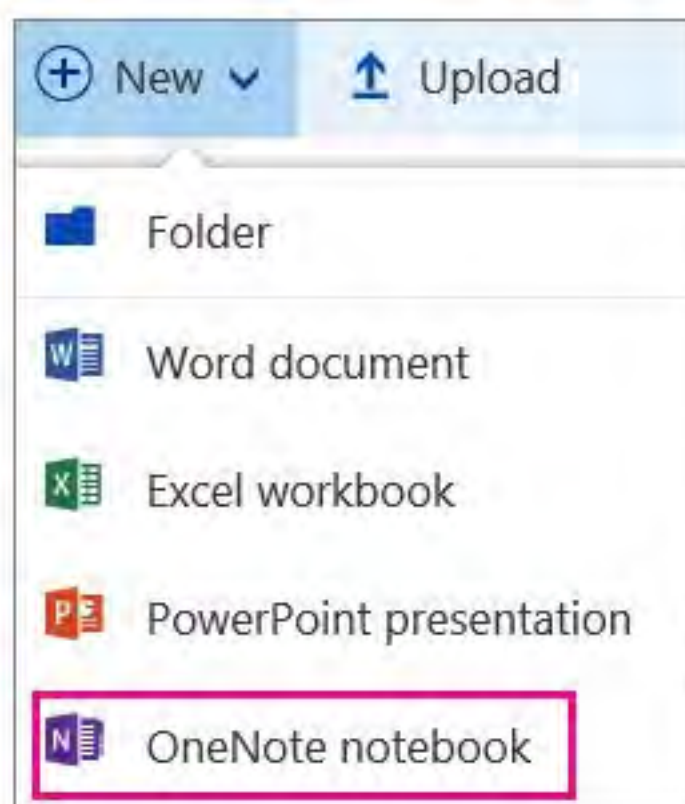
OneNote is a digital notebook that provides a single place for all of your notes and information. It can manage everything you need to remember and manage in your life at home, at work, or at school. In OneNote, your notebooks never run out of paper. It's very easy to reorganize, print, and share, and you can search all your notes quickly. Best of all, you can store your notebooks online and get to them on any of your devices.

OneNote Online lets you edit your online OneNote notebooks by opening them in your browser and then typing anywhere on its pages. In addition to typing and formatting text, you can also add images to your notes. There's no Save command in OneNote Online. All of your work is saved automatically and continuously.

### 1: Getting started with OneNote Online

You can access OneNote by login to your email at **outlook.office365.com** and select OneNote from the given applications. You can access all applications by selecting the app launcher .

Alternatively you can login to **OneDrive** and can create a new notebook.



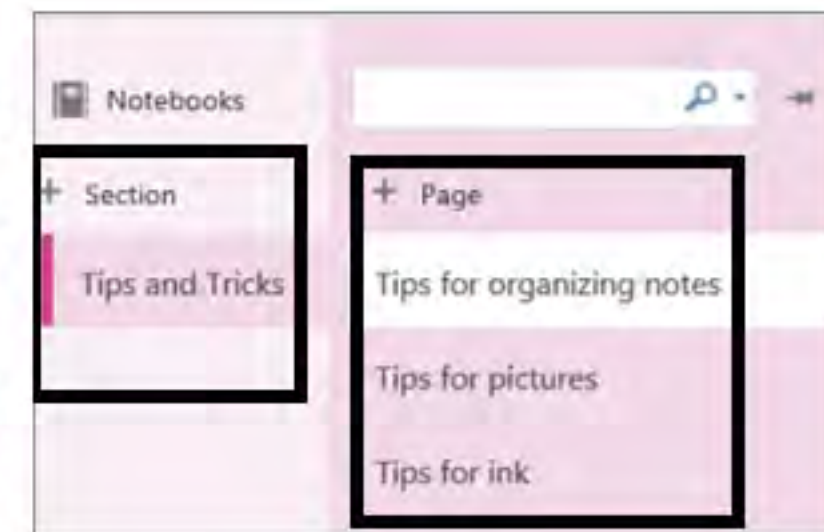




## 2: Creating a New Section and Adding Pages

To better organize your notebook into different categories, you can add as many sections as you want. You can create a new section by clicking **Add Section** tab located along the left side of the screen. Once you select add section, it will ask you to name that particular section. In the example below the section is named as **Tips and Tricks**.

For more room in any section of your notebook, you can add as many pages as you want. You can add different Pages and name them accordingly. On the left side of the screen, over the column of page tabs, choose **Add Page**. Type a page title into the heading area at the top of the page, and then press Enter. Three different pages have been added in the below example to organize the notebook in a systematic way.

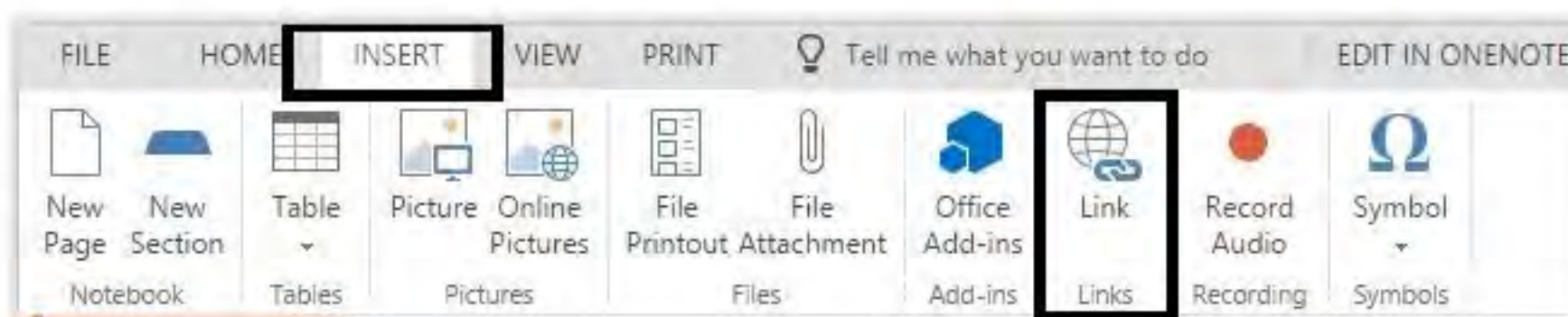


## 3: Adding Links

Whenever you type text that OneNote Online recognizes as a link it automatically formats it as a link. For example, if you type [www.yahoo.com](http://www.yahoo.com) into your notes, OneNote Online turns that into a link so that, clicking the link will open the Yahoo website in your browser.

Links can be added manually as well and their display name can be made as desired. For manually adding a link:

- Select the text you want to link
- Click **Insert > Link**
- In the **Link** dialog box, type the link's display text and destination URL into the **Address** field and then click Insert

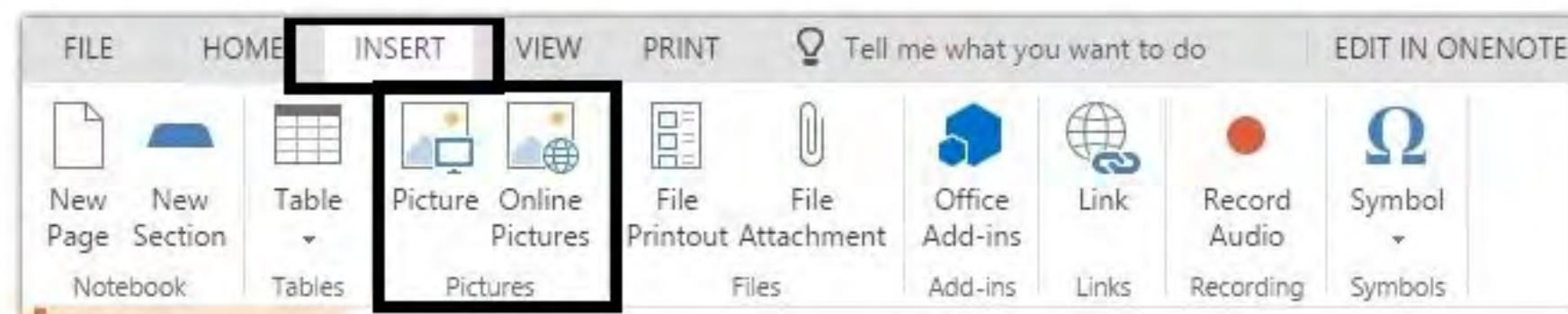






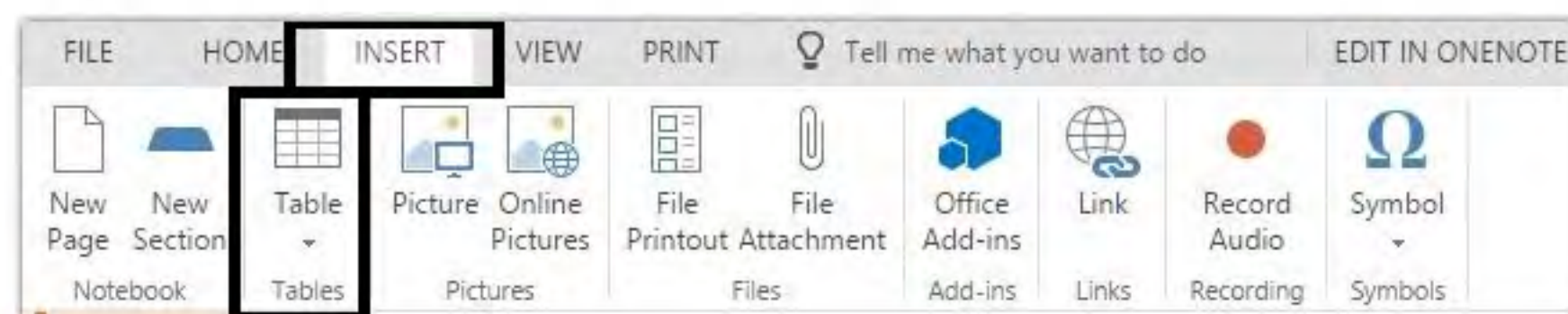
#### 4: Adding Pictures

OneNote Online easily allows you to insert pictures to your notes. On any page, put the cursor where you want to insert the picture and click **Insert** and then click **Online Pictures** or **Pictures** as per requirement.



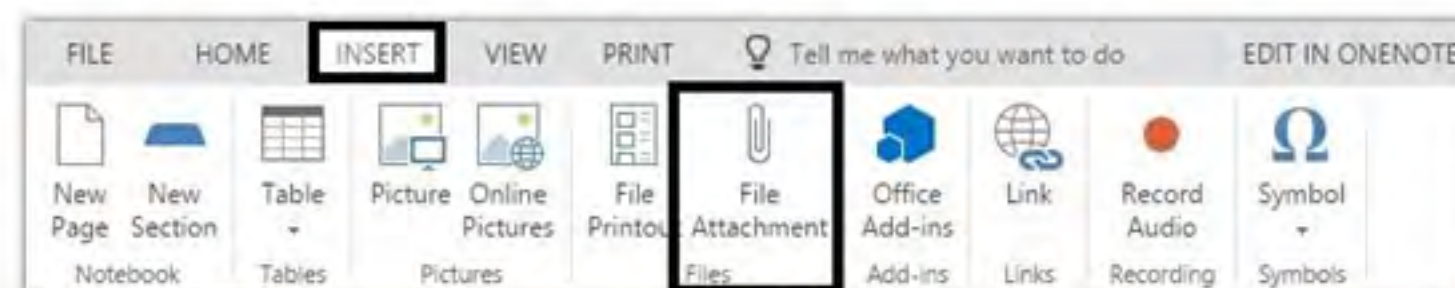
#### 5: Adding Tables

Tables are a great way to organize information in your notes. To create a table in OneNote Online click **Insert > Table**. Move the mouse pointer over the grid to select the table size you want, and then click the left mouse button to create the table. For example, selecting a 4x6 table would create a table with 4 columns and 6 rows. To quickly modify a table or any of its parts, click in any table cell, and then click the Layout tab that appears on the ribbon. The table tools you find here let you insert and remove rows and columns, select cells and cell ranges, show or hide table borders, and align table cells the way you want.



#### 6: Attaching a File

In order to attach a file to your notes click **Insert > File Attachment**. In the Choose a file or a set of files to insert dialog box, select one or more files, and then choose Insert. Inserted files show up as icons on your notes page. Double-click any icon to open its file. Please note that these inserted files are just copies which OneNote doesn't automatically update if there is a change in original file.





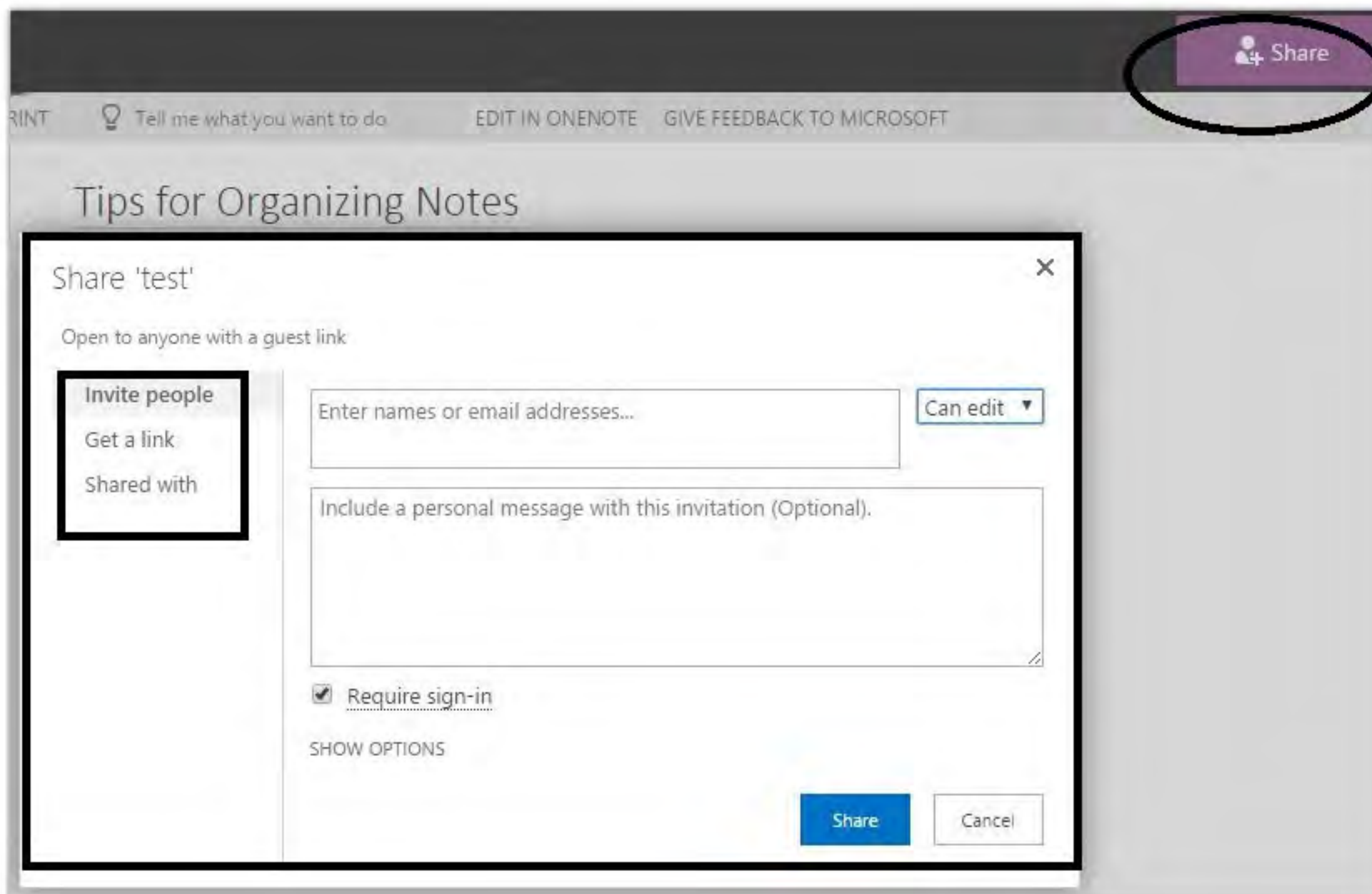


### 7: Saving your Notes

OneNote Online doesn't have a Save button. That's because you never have to save your work in OneNote. As you work in your notebooks, OneNote Online automatically saves everything for you regardless how small or large the changes. This frees your mind to let you think about your projects, thoughts, and ideas instead of thinking about your computer files.

### 8: Sharing Notes Online

As OneNote notebook is online, you can share it by sending a link instead of an email attachment. By clicking the link, people can read your notes in their web browser. Furthermore you can assign what rights you want to give to the person you are sharing that notebook with. Expiry of shared link can also be set as per user requirement.

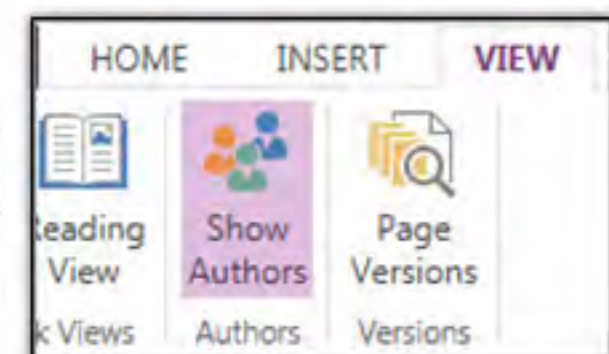






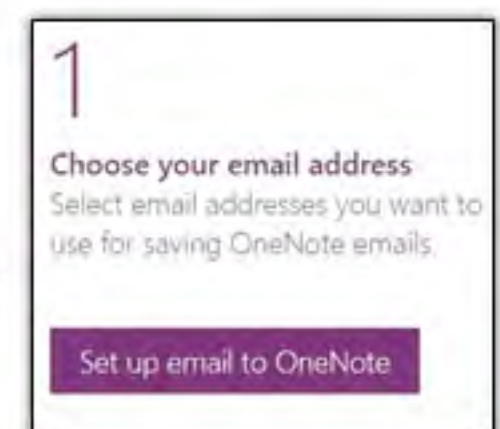
### 9: Working Together in a Notebook

Working together in a notebook is a good way to brainstorm ideas or do research for a group project. You can share a notebook with other fellow and assign **Edit** rights. In order to view who did what on the page go to **View > Show Authors**. OneNote keeps the notebook in sync with everyone, even if they're using different devices.

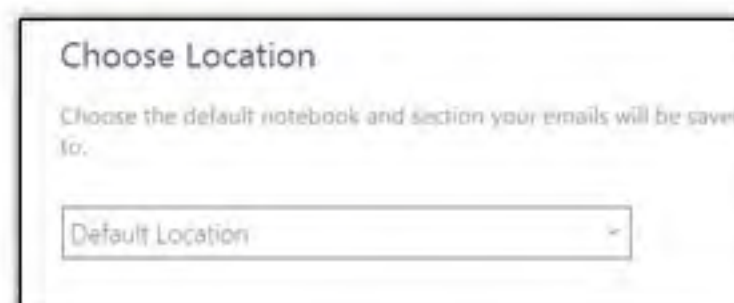


### 10: Saving Emails to OneNote

Another useful feature that OneNote provides is association of your email address with OneNote that allows you to send anything to your notebooks by simply emailing it to a special email address (**me@onenote.com**). To save emails to OneNote open your Web browser and visit <https://www.onenote.com/EmailToOneNote> and then click the **set up email to OneNote**.



Sign in with your office365 account On the Save emails to OneNote page that opens and confirm the email address that OneNote should use to send messages directly to your notes. Emails that you send to me@onenote.com from this address will be saved to the OneNote notebook and section you select. Under **Choose Location**, click the drop-down menu to select the notebook and section where all emailed notes should be saved. If you change your mind later, you can easily move or copy emailed notes to other sections or notebooks and click **save**.



Once you have registered your email and saved notebook section, open any email app that uses the same email address that you've configured for use with OneNote and create a new email or forward existing email to **me@onenote.com** and send. The next you open your notebook you will see all emailed notes in the section you choose. You can keep them there, copy or move any of the pages to other sections or notebooks, or delete them when you no longer need the information.

