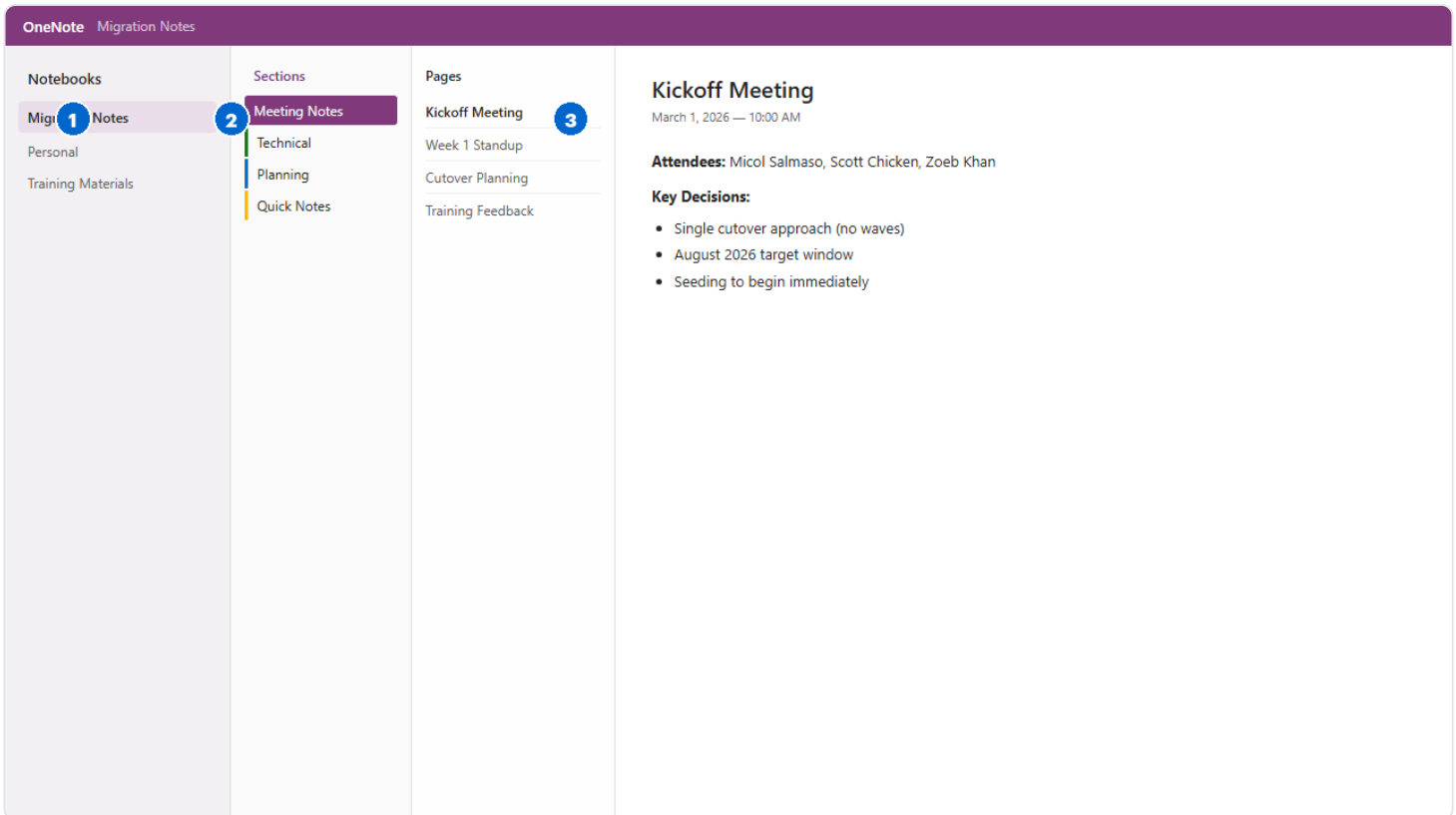


What is OneNote?

OneNote is Microsoft's digital notebook — like a combination of Google Keep and Google Docs for notes. It organizes notes into **Notebooks** → **Sections** → **Pages**.



OneNote notebook with sections and pages

FOR GOOGLE KEEP USERS

Google Keep notes are simple and quick. OneNote is more powerful — think of it as a full notebook with sections and sub-pages. For quick notes, you can also use Outlook's Sticky Notes feature.

Getting Started

Desktop App

Open **OneNote** from the Start menu. Sign in with your @blueantmedia.com account. Your notebooks sync automatically.

Web App

Go to **onenote.com** or find OneNote in the app launcher at portal.office.com.

Mobile App

Download **Microsoft OneNote** from App Store or Google Play.

How OneNote is Organized

LEVEL	THINK OF IT AS	EXAMPLE
Notebook	A physical notebook	"Work Notes", "Project Ideas"
Section	A tab/divider in the notebook	"Meetings", "Research", "To-Do"
Page	A page within a section	"March 15 Team Standup"
Subpage	An indented page under a page	"Action Items from Standup"

Key Features

- **Free-form canvas:** Click anywhere on a page to start typing — no fixed layout
- **Tags:** Tag items as To Do, Important, Question, etc. (Home tab → Tags)
- **Insert anything:** Images, file attachments, links, tables, audio recordings
- **Ink support:** Draw or handwrite with a stylus or mouse (Draw tab)
- **Search everything:** Ctrl+E to search across all notebooks — even searches text in images

OneNote Web Clipper

Save web pages directly to OneNote:

1. Install the **OneNote Web Clipper** browser extension (Edge or Chrome)
2. Click the OneNote icon in your browser toolbar when on a page you want to save
3. Choose the notebook and section, then click **Clip**

Sharing Notebooks

- **Share a notebook:** File → Share → enter colleague names or emails
- **Real-time co-editing:** Multiple people can edit the same notebook simultaneously
- **Notebooks in Teams:** Each Teams channel can have a shared OneNote notebook (click the "Notes" tab in a channel)

Teams Integration

OneNote integrates directly with Microsoft Teams:

- Each Team can have a shared **OneNote notebook** accessible from the channel tabs
- Add a OneNote tab to any channel: Click "+" at the top of the channel → select OneNote
- Meeting notes can be linked to OneNote from the Teams meeting details

TIP

Use OneNote for meeting notes. Create a section for each recurring meeting, and a new page for each date. Tag action items with the "To Do" tag for easy follow-up.

Need help? Contact m365support@blueantmedia.com or visit the M365 Help channel in Microsoft Teams.