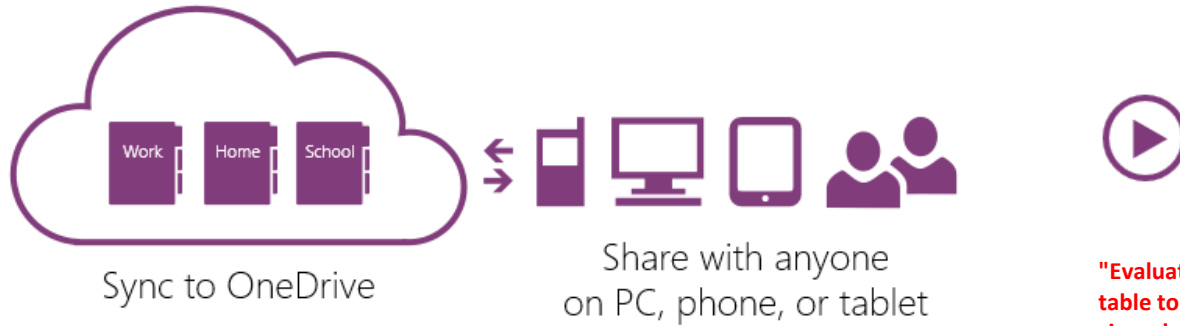


OneNote: one place for all of your notes



"Evaluation use limits this table to maximally 3x3 size, please purchase a license to remove this limitation."

1. Take notes anywhere on the page

Write your name here

2. Get organized

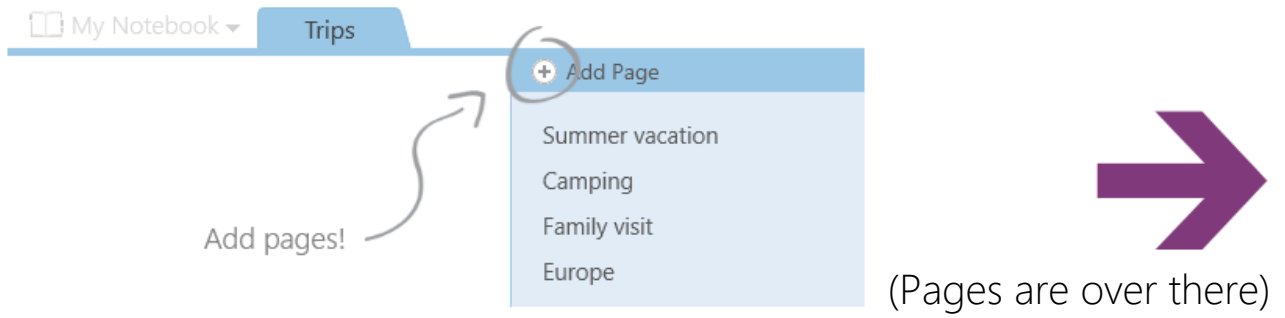
You start with "My Notebook" - everything lives in here



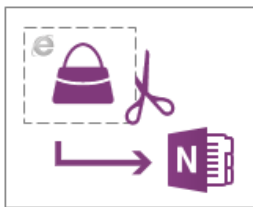
Add **sections** for activities like:



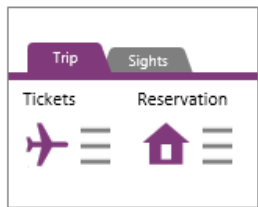
Add **pages** inside of each section:



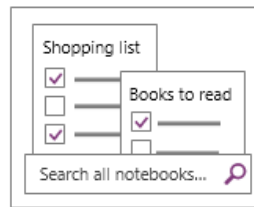
3. For more tips, check out 30 second videos



[Clip from the web](#)



[Plan a trip with others](#)

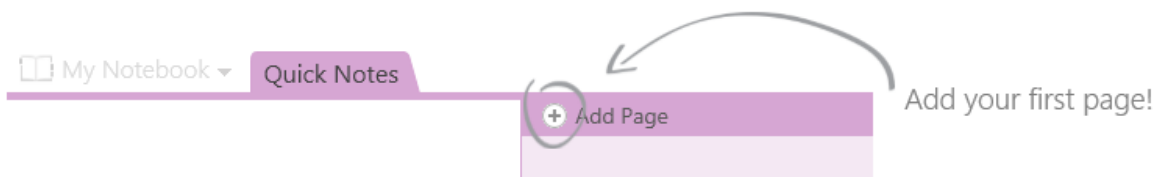


[Search notes instantly](#)

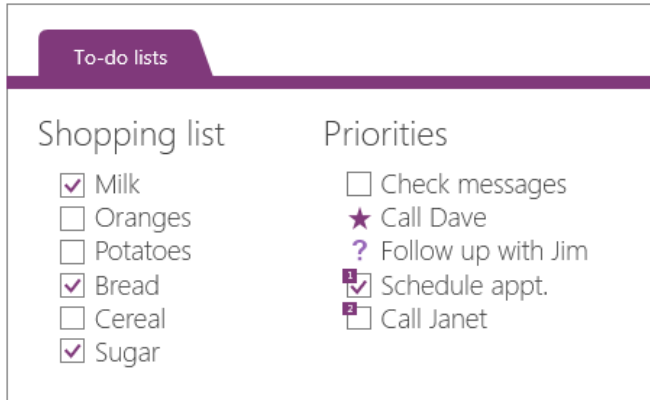
"Evaluation use limits this table to maximally 3x3 size, please purchase a license to remove this limitation."

4. Create your first page

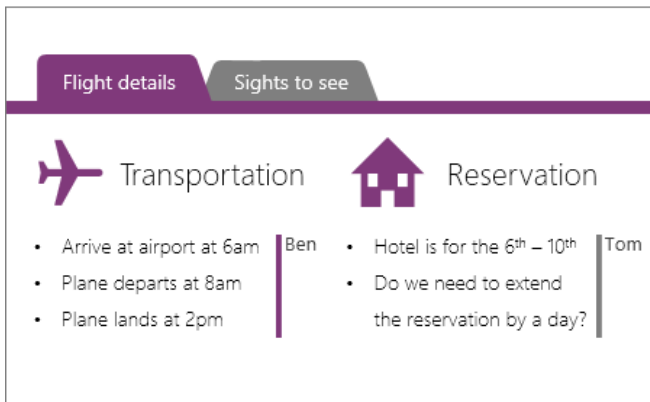
You're in the Quick Notes section - use it for random notes



OneNote Basics



□



□



□

Remember everything

- Add Tags to any notes
- Make checklists and to-do lists
- Create your own custom tags



Collaborate with others

- Keep your notebooks on OneDrive
- Share with friends and family
- Anyone can edit in a browser



Keep everything in sync

- People can edit pages at the same time
- Real-Time Sync on the same page
- Everything stored in the cloud
- Accessible from any device

"Evaluation use limits this table to maximally 3x3 size, please purchase a license to remove this limitation."