

Tech That Works For U

Microsoft OneNote – Your Digital Notebook

Who We Are

PRESENTERS



EDGAR RODRIGUEZ
UM Information Technology



SOFI DIAZ
Microsoft

MODERATORS



ROB SEVILLA
UM Information Technology



KIMBERLY AMAYA
Microsoft



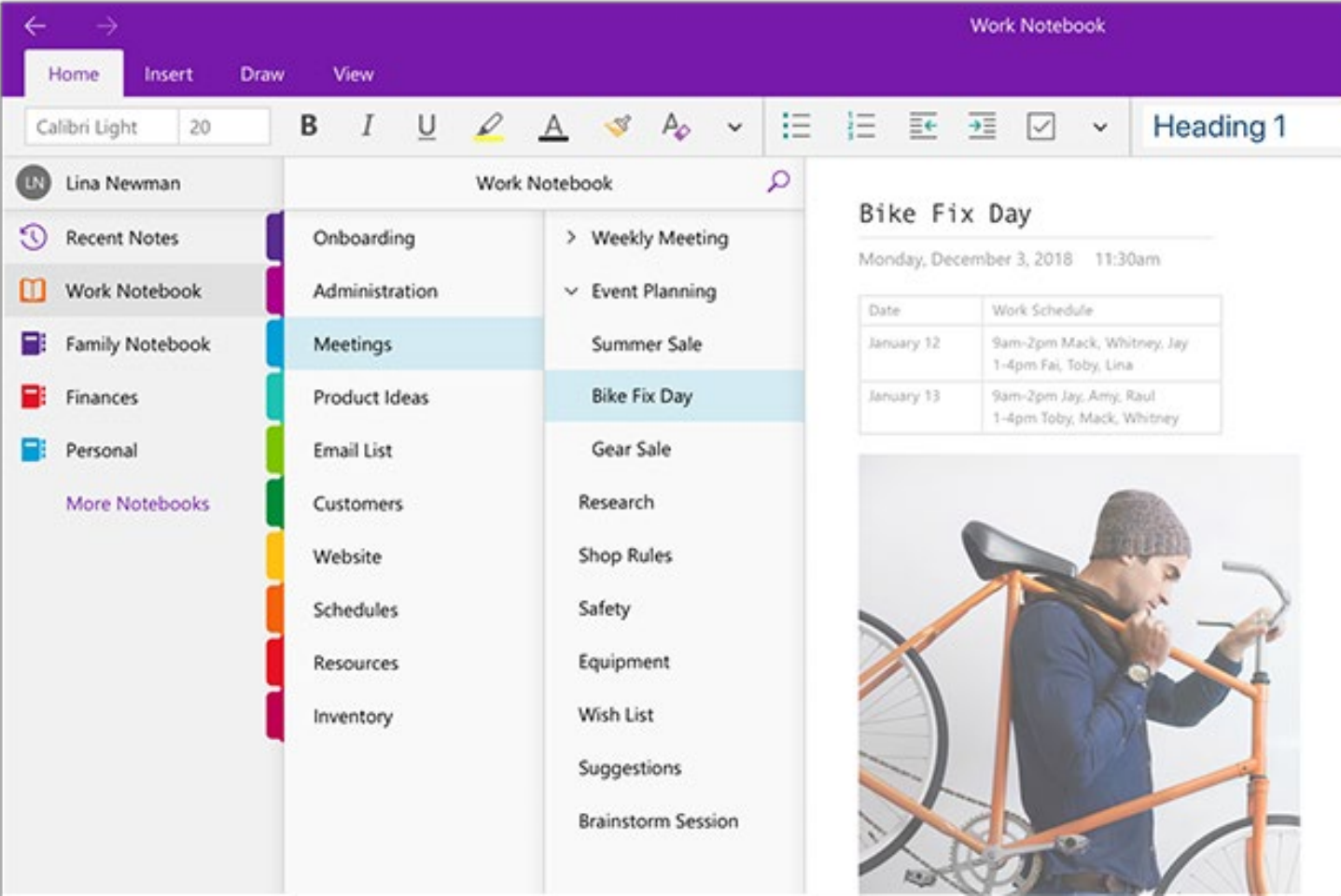
JARED NORMILE
Microsoft

Agenda

- Introduction to OneNote
- Create a notebook
- Collaborate with notebooks
- Question and answer

Your world, organized

- Get organized in notebooks you can divide into sections and pages
- With easy navigation and search, you'll always find your notes right where you left them



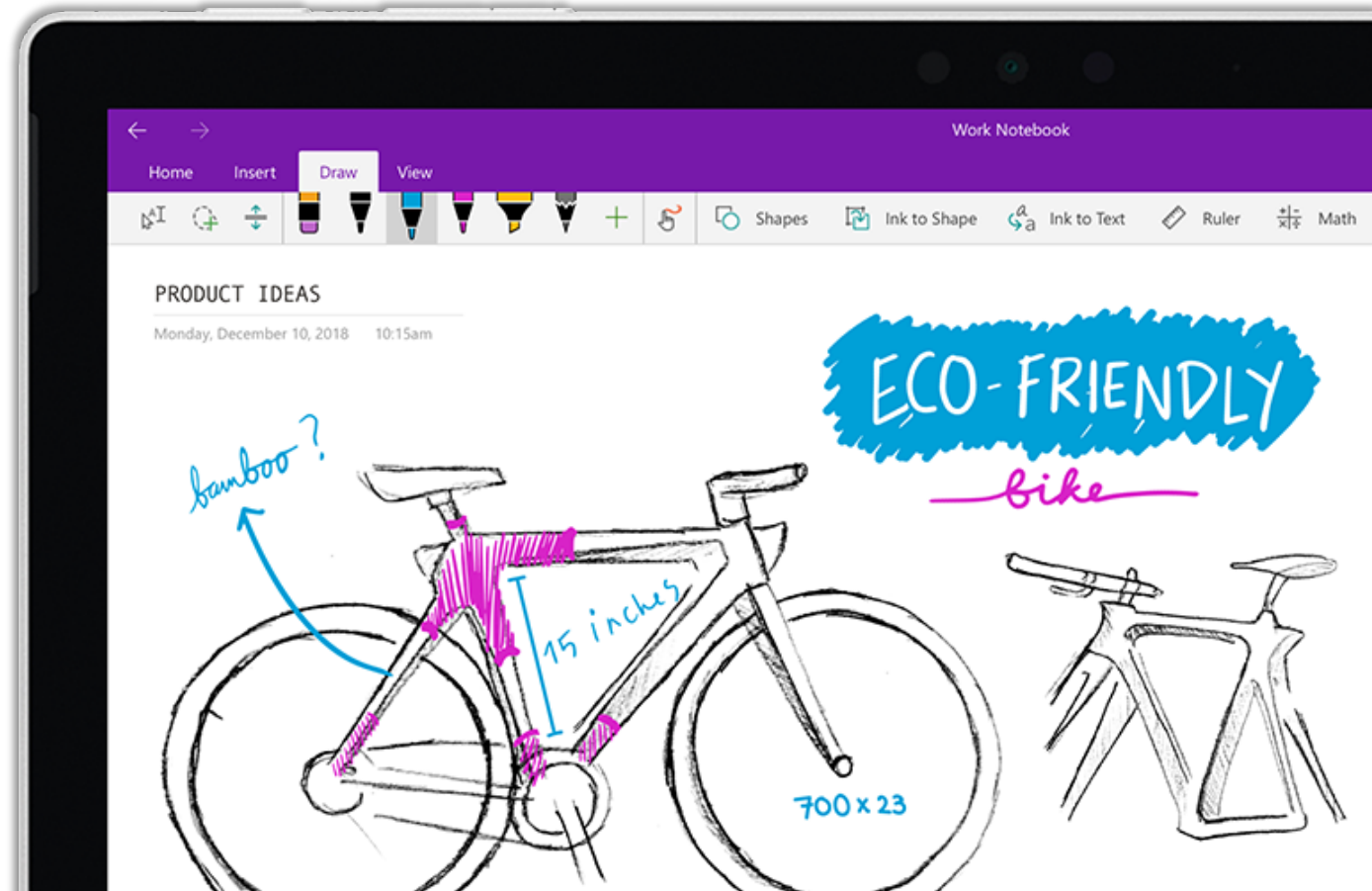
The screenshot displays the OneNote application interface for a 'Work Notebook'. The top ribbon includes tabs for Home, Insert, Draw, and View. The left sidebar shows a list of notebooks: Recent Notes, Work Notebook (selected), Family Notebook, Finances, and Personal. Below these are icons for various categories: Onboarding, Administration, Meetings (highlighted), Product Ideas, Email List, Customers, Website, Schedules, Resources, and Inventory. The central pane shows a list of items under the 'Meetings' category, including 'Weekly Meeting', 'Event Planning', 'Summer Sale', 'Bike Fix Day' (highlighted), 'Gear Sale', 'Research', 'Shop Rules', 'Safety', 'Equipment', 'Wish List', 'Suggestions', and 'Brainstorm Session'. The right pane displays a detailed note for 'Bike Fix Day' on Monday, December 3, 2018, at 11:30am. It includes a table with the date and work schedule for two days, and a photo of a person working on a bicycle.

Date	Work Schedule
January 12	9am-2pm Mack, Whitney, Jay 1-4pm Fai, Toby, Lina
January 13	9am-2pm Jay, Amy, Raul 1-4pm Toby, Mack, Whitney



Gather your thoughts, then make them even better

- Revise your notes with type, highlighting, or ink annotations
- With OneNote across all your devices, you'll never miss a flash of inspiration



Share and collaborate

- Great minds don't always think alike, but they can share ideas and create together in OneNote

The screenshot shows a OneNote page titled "SADDLE INVENTORY" with a timestamp of "Tuesday, November 20, 2018 12:35pm". The page contains a table with the following data:

PRODUCT	NAME / SKU / PRICE	QTY	SUPPLIER
	CONTOSO X Series Leather Sku No. 123 456 \$ 114.99	50	Contoso 954 Elliot Ave. Seattle, WA 206-491-7041
	Proseware Road Leather Sku No. 123 457 \$ 87.99	5	Proseware 1643 Jarvis St. Buffalo, NY 716-856-8055
	LITWARE Yellow Leather Sku No. 123 458	20	Litware, Inc. 3508 Jerry Toth Dr.

Handwritten annotations on the screenshot include:

- A blue note "TOP RECOMMENDATION" with a starburst icon next to the first row.
- An orange circle around the quantity "5" in the second row.
- An orange arrow pointing from the circled "5" to the text "Please order more!".
- A purple arrow pointing from the second row to the text "Look for new supplier".



Demonstration

Microsoft OneNote



Any Questions?

Support Resources

Support Resources

Microsoft Learn Module for OneNote

<https://docs.microsoft.com/en-us/learn/modules/get-started-with-onenote/>

Microsoft OneNote

<https://www.office.com/launch/onenote>

LinkedIn Learning

<https://www.linkedin.com/learning/topics/onenote>



Next Steps

Next Steps



Visit Our Tech Talk Page

You can see today's presentation and past Tech Talks at

 it.miami.edu/TechTalk

Our Next Tech Talk

Office 365 Accessibility Tools for More Effective and Inclusive Communications

Thursday, October 13, 2022

Zoom Webinar

2:00PM – 3:00PM



Feedback Survey

Give Us Feedback

Fill out our survey and let us know how we're doing



Scan the QR code to the right using your phone's camera



<https://bit.ly/3D1t04w>



Get In Touch With Us



Get In Touch With Us



it.miami.edu/techtalk



techtalk@miami.edu

Thank 