

Word, Excel & Microsoft 365 | Easy | 2 min read

OneNote: the basics for beginners

OneNote is a digital notebook. It is perfect for meeting notes, to-do lists, ideas and anything you would otherwise scribble on paper. It saves itself as you type, so there is no Save button to worry about.

How it is organised

A OneNote notebook works like a real binder.

- **Notebook:** the whole thing, such as Work Notes.
- **Sections:** coloured tabs along the top, like dividers.
- **Pages:** the pages inside each section, listed at the side.

Get started

1. Open OneNote and sign in with your work or school account.
2. Click **File**, then **New** (or use the notebook menu) to create a notebook. Choose OneDrive or SharePoint if asked, so it is saved online.
3. Click the plus sign to add a section, then **Add Page**.
4. Type a title at the top of the page, and click anywhere to start typing. Unlike Word, you can put text anywhere on the page.

Useful things to try

- **Tick boxes:** on the **Home** tab, click **To Do Tag** to make a checklist.
- **Pictures and files:** use **Insert**, then **Pictures** or **File Attachment**.
- **Draw or handwriting:** the **Draw** tab has pens and highlighters. It works best with a touchscreen.
- **Headings and bullets:** use the **Home** tab, like Word.
- **Search:** press Ctrl+E to search every page.

Share a notebook

Click **Share** at the top right, type the person's name, choose whether they can edit or only view, and send. Then you can work together on the same pages.

Where are my notes?

If your notebook lives on OneDrive or SharePoint, you can open it on a phone, tablet or the web, using the same sign-in. On the web, go to the Microsoft 365 home page and look for OneNote.

Common problems

- **Notes look out of date:** check the sync status by clicking the **Sync** icon. A notebook saved only on one device will not appear elsewhere.
- **OneNote has several versions:** the older one can look different. Ask us if your screen does not match.

When to get more help

If a notebook will not sync or you think notes have gone missing, do not delete anything and contact us.

Still stuck? Email admin@visiontech336.com and tell us what you can see on the screen. Menus and button names can differ slightly between versions and makes. If something does not match, stop and ask rather than guess. Please never send passwords or card details.