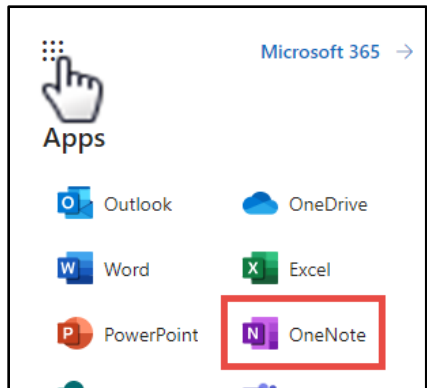




OneNote is a digital notebook that automatically backs up to the Microsoft 365 cloud. OneNote notebooks can be shared with colleagues for real-time collaboration. You may access OneNote on all devices including Windows PC, Mac, iPhone, and Android.

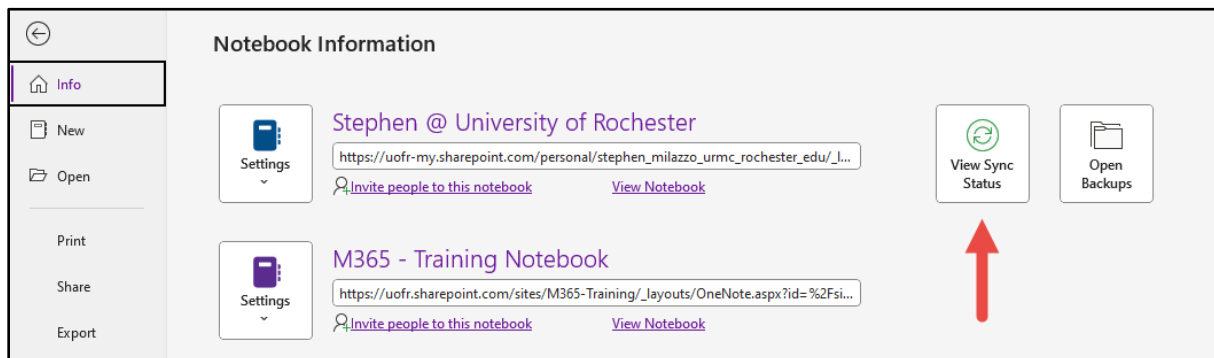
## Access your notes from anywhere

Either open the desktop OneNote app or go to Office.com and log in with your work credentials. There is also a OneNote app for your mobile device(s) to keep you in sync wherever you go.



## Don't worry about saving

OneNote automatically saves all your changes as you work — so you never have to. Even when you close the app or your PC goes to sleep, your notes are always saved, so you can continue right where you left off. To see when OneNote last synced your changes, select **File > Info > View Sync Status**.



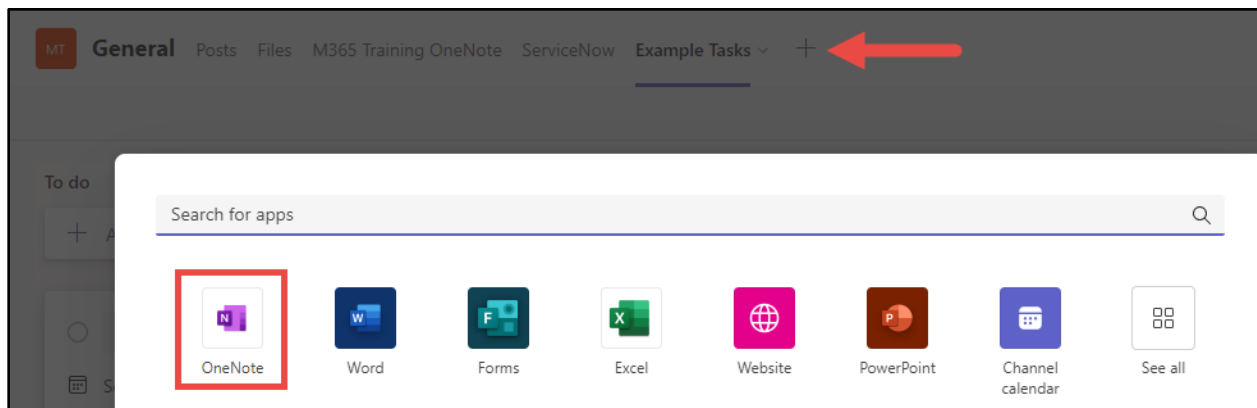


## Add pages and notebooks

To create a new page in the current section, **right-click** any page tab and then select **New Page**.

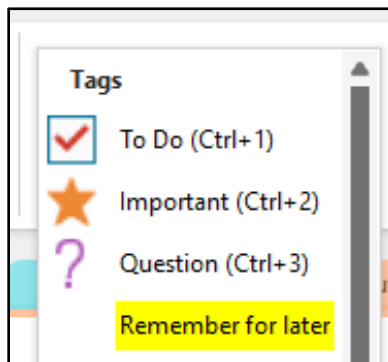
To create a new section in the current notebook, **right-click** any section and then select **New Section**.

To create a new notebook, click **File > New**, and then select where to store the new notebook. You should create your new notebooks in your OneDrive so your notes are always accessible on all your devices. You can also create notebooks in a Microsoft Team to immediately share with colleagues (click the **[+]** at the top of a Team channel.)



## Tag important notes

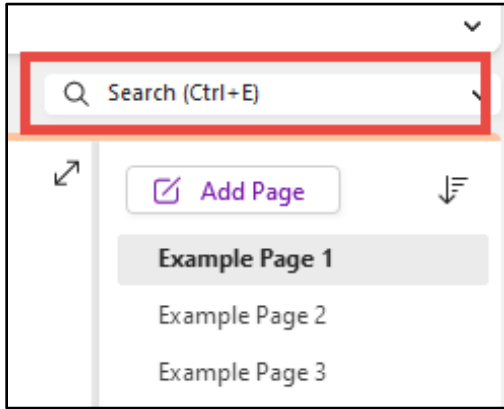
The **Tags** gallery on the Home tab lets you visually prioritize or categorize selected notes. Tagged notes are marked with icons that prompt you to follow up on your important action items or to check off completed tasks on your to-do lists.





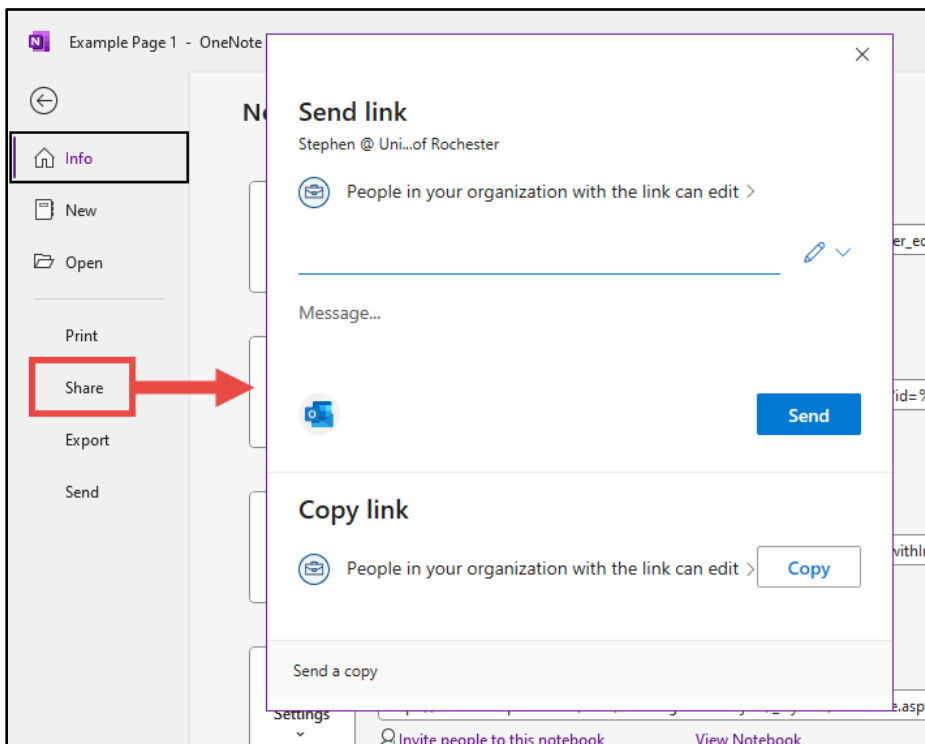
## Search your notes

Use the search bar on the right side of the notebook to search for specific items. This searches both pages and sections.



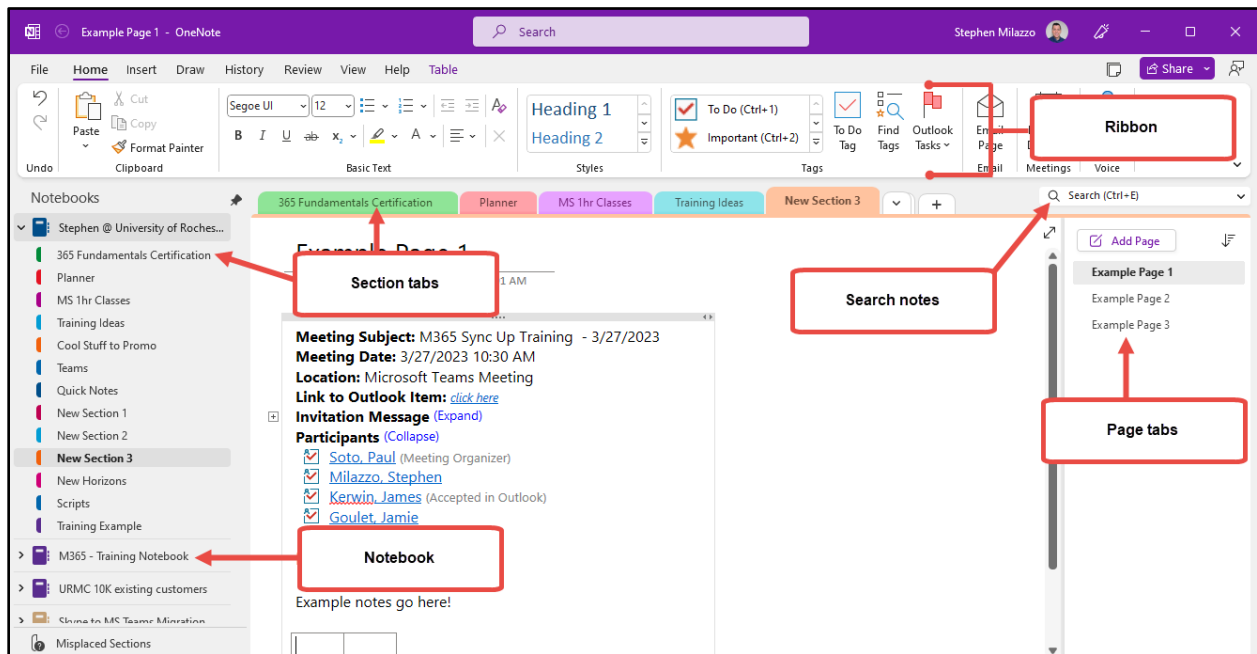
## Share notes with other people

In OneNote, your cloud-based notebooks remain private unless you choose to invite other people to view or edit information in the current notebook. To begin collaborating with others, select **File > Share**, and then choose what you want to do.





## The OneNote screen



**Notebooks:** Select the notebook name to switch between notebooks or select the pin icon to keep the Notebook pane open.

**Sections:** Sections contain pages. Select the section tabs to switch between sections in the current notebook. Click and drag sections to reorder them.

**Pages:** Select the page tab to switch between pages. Click and drag to reorder them.

Search notes:

**Ribbon:** The Ribbon contains the tools and tabs to edit and view your information. Use the downward-facing arrow in the bottom right corner of the Ribbon to toggle between the Classic and Simplified Ribbon views.

**M365 Tip:** Right-click on a Section or Page for more commands and shortcuts.

## Additional Resources

Looking for more OneNote information? Check out Microsoft's training articles and videos on OneNote, [HERE!](#)