

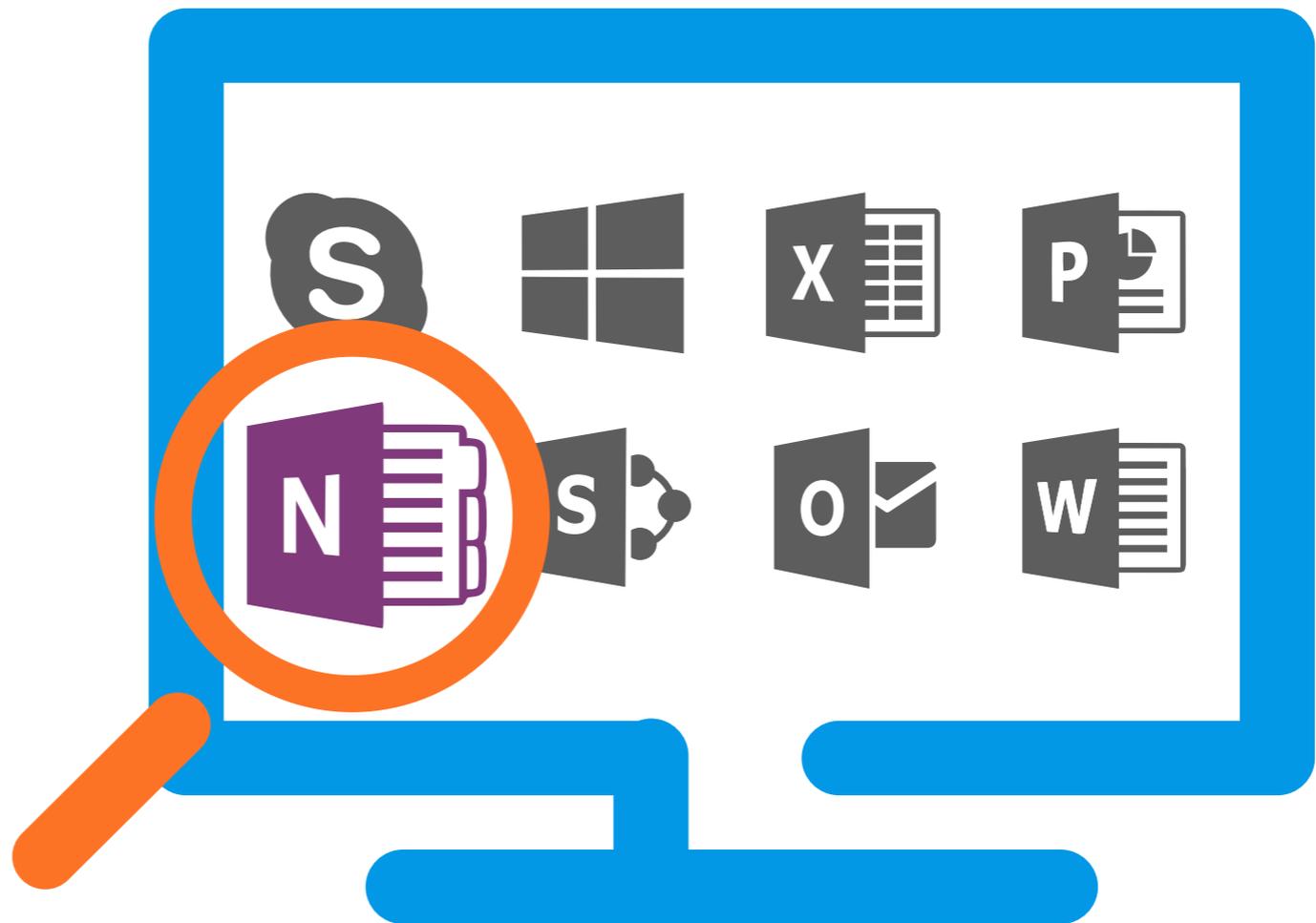


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# Tutorial: Microsoft OneNote 2016™

This tutorial is aimed at people who wish to use Microsoft OneNote 2016™ as part of their daily work. You will discover how to save notes with OneNote 2016 and subsequently access them from various devices. You will also learn how to personalize notebooks and – as complexity increases – structure them in order to optimally collect your ideas. Find out how to simply and intuitively share your notes with colleagues and avail of the tool's seamless integration with Skype for Business or Outlook. The new version of OneNote includes a plug-in with which you can take notes on websites and conveniently transfer them to the notebook: OneNote Clipper.

You do not require any previous knowledge to extract the most from this tutorial. It will take approximately one hour to complete.



# Lessons on Microsoft OneNote 2016™

## The notebook

- **First steps with OneNote:** Find out how to create a shared notebook. This lesson demonstrates how to create a notebook in OneNote 2016 and then share it with your colleagues to work on it together.
- **Customization:** Discover how to expand the notebook as required. This lesson will reveal how to create pages, subpages and sections, customize sections and use page templates.
- **Structuring the notebook:** Learn how to rearrange pages and sections. Having completed this lesson, you will know how to correctly structure your notebook as it expands in size and complexity. You will be familiar with how to rearrange pages and sections, or delete them to improve clarity.

## Collective working

- **Contributions from colleagues:** Find out how to get a clear overview. This lesson will reveal how to work on the same notebook with other people in OneNote. It will also demonstrate how to view the work of colleagues prior to making important changes.
- **Skype for Business:** Joint usage. OneNote allows you to incorporate the content of your conversations and meetings from Skype for Business into the notebook.
- **Outlook:** Integration of meetings and orders. This lesson will familiarize you with the integration of OneNote 2016 with Outlook. You will discover how to insert meetings, define orders in the notebook and send notes to yourself.



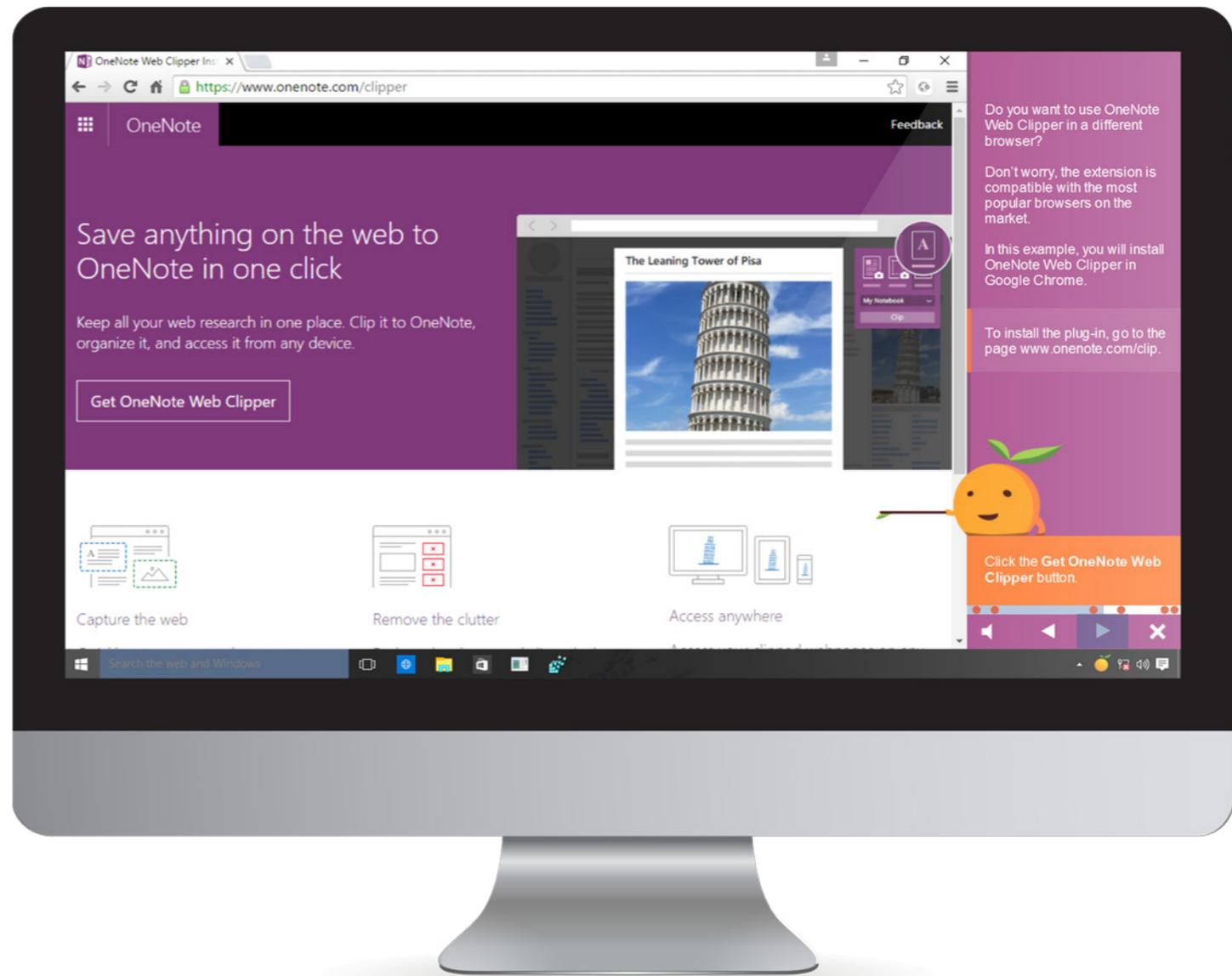


# Lessons on Microsoft OneNote 2016™

## Innovations in OneNote 2016

### Browsers: Using OneNote Clipper.

Following this lesson, you will be familiar with OneNote Clipper, a tool that allows you to send notes to your notebook via any browser.





### Languages

The tutorial is available in the following languages:

- ✓ English
- ✓ German
- ✓ French
- ✓ Spanish
- ✓ Dutch
- ✓ Italian
- ✓ Other languages available upon request



### System requirements

- Processor: above 1.0 GHz (1.5 or higher recommended)
- RAM: at least 512 MB (1 GB or higher recommended)
- Screen resolution: at least 1366x768 (or higher), 16-bit color depth
- Multimedia hardware: 16-bit sound card, along with loudspeakers or headphones
- Operating system: Windows Vista, Windows 7, Windows 8/8.1 or Windows 10
- Browser: Internet Explorer 9, 10, 11 or Edge (tested up to Edge 25), Firefox 45/46, Safari 9.1.1, Chrome 50 (due to security reasons, no local content can be played under Chrome), JavaScript activated

We're happy to help!

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