

# E-LEARNING - ONENOTE 365

## PRODUCT INFORMATION

OneNote is an electronic notebook with which you can quickly enter information in an organized fashion. You have the ability to use data from other Office programs or to exchange information between your notebook and Outlook. Naturally, it is also possible to collaborate with others on notebook.



## Parameters

<b>Version</b>	4.0
<b>Duration</b>	approx. 2:24 h
<b>Release</b>	1 July 2019

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## Basic Tasks

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Creating a new notebook

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Structuring sections in a notebook

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Structuring pages in the notebook

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Inserting elements into a notebook

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Highlighting content

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Working with tags

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Quick Notes

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Searching in OneNote

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## Exchanging data between OneNote and Outlook

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Interaction with Outlook

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Tasks

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## Collaboration in OneNote

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Handling and sharing

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Web storage location and web app

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Refreshing and tracking changes

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