



Sending and Sharing OneNote® 2016 Content

Course ID #: 7000-548-ZZ-Z

Hours: 1

Course Content

Course Description:

In this course you will learn to share and collaborate with others in a team using the Microsoft Outlook® features and shared OneNote notebooks.

Target Student:

This course is intended for people in a variety of roles and fields who have a basic understanding of Microsoft Office 2016 and want to incorporate digital notetaking and note collaboration by using Microsoft OneNote 2016.

Topics:

Lesson 1: Sending and Sharing OneNote Content

Topic A: Send OneNote Content in Other Formats

- The File Send Command
- How to Send OneNote Pages in Different Formats
- Using Outlook to Send a Notebook Page
- Outlook Integration
- How to Work with Integrated Outlook Features
- Adding and Updating Outlook Tasks in a Page
- Adding Meeting Details to a Page

Topic B: Share OneNote Content by Using OneDrive

- OneDrive
- Shared Notebooks
- Permissions
- Synchronize Changes
- OneNote Online
- How to Share and Synchronize Notebooks
- Sharing Your Notebook
- Collaborating in a Shared Notebook