

Features of OneNote Online

This guide is based on the use of **OneNote** Online which is currently part of the Office 365 suite of Online Applications.

The **OneNote** for Windows 10 app and **OneNote** 2016 desktop application have very similar features.

Due to the popularity of **OneNote** 2016 (desktop client) and its additional features Microsoft changed their plans and have agreed to continue to support it until 14 October 2025.

OneNote Online only allows files to be stored in the Cloud whereas **OneNote** 2016 allows storage of files on local devices. For more details on the comparison see [here](#).

Why use OneNote Online?

- **OneNote** is an application that is included in Office 365 on the web and is easily accessible.
- It is easy to create and organise notes and add content to a Notebook.
- **OneNote** saves a Notebook automatically
- You can share a Notebook with others.
- You can easily create and edit a Notebook which is stored in your OneDrive for Business or on SharePoint or in Teams.



NOTE: As staff and students are now on the same tenancy, groups can share a **OneNote** file from OneDrive for Business or SharePoint or in Teams.

Getting Started

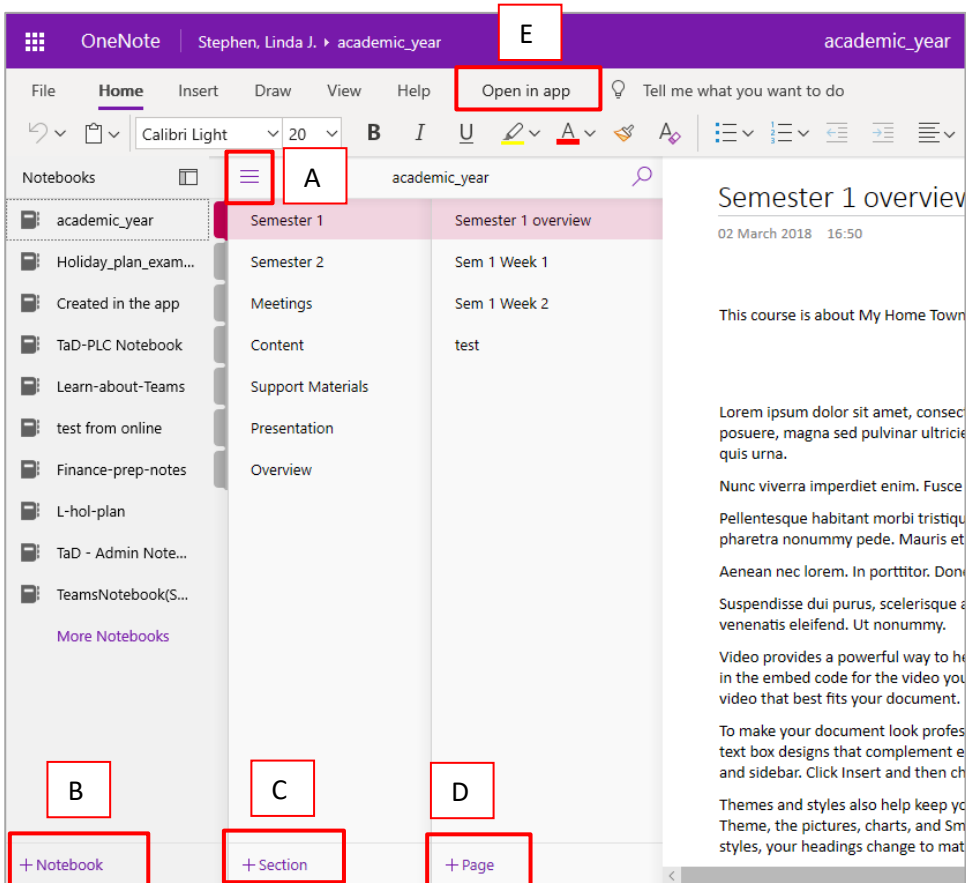
1. Open your internet browser and go to **Outlook Web App**: <http://outlook.com/abdn.ac.uk>. Type your University **username**, followed by @abdn.ac.uk e.g. s01jb7@abdn.ac.uk Type in your **password** and **Sign In**.
2. Click on the **App Launcher** or Waffle



3. Choose **OneNote**.
4. A new Notebook will open or if you have already created Notebooks you will see a list of recent Notebooks from which you can select one to open.



An Online Notebook has an interface which looks a little different from the desktop version.



- A. Open or close a list of Notebooks
- B. Add a New Notebook
- C. Add a New Section
- D. Add a New Page – at any point you can make a new page a sub-page.
- E. Open in app to edit the Notebook in the desktop version of OneNote – OneNote 2016.

Menu

OneNote opens with the Home ribbon open and the View set to Simplified Ribbon.

Click on each Menu heading (e.g. Insert) to see the options on each ribbon.

To switch on classic ribbons – go to **View** and *untick Simplified ribbon*.

You will need to pin the classic ribbon in place using the pin at right. 📌

View options include:

- View pages in different ways
- View page versions
- Show authors
- Find deleted notes
- Check accessibility

Add Content



NOTE: When adding content to your Notebook be aware of Copyright¹..

Content can be added in many ways. There are some limitations in OneNote Online, but, for more options, you can choose *Open in app* to launch the full desktop version of OneNote as long as you have it installed.

Text

- Click on a page to create a note container to which you can add text and move around.
- Copy and paste text from another document e.g. a word document
- Click on To Do Tag under Tags in the Home ribbon to create a To Do list.

Pictures or graphics

- Copy and paste images from another document e.g. a word document
- Go to the Insert tab to Insert a picture or Online picture.

Add a File

- Go to Insert - File - **Insert as Attachment**.
- Alternatively go to Insert – File – **Insert File Printout**.

Insert more ...

- Choose **Insert - Table** and then size you want.
- Select some text and then choose **Insert - Link**. Type in the url of a webpage.

Insert Meeting details

- Go to Insert – Meeting Details.
OneNote should synchronise with your calendar and show a list of today's meetings.
Click on the downward arrow to open a calendar and browse for the date you want.
Click on the Meeting you want, and its details will appear on the page.

Print and Share

Print

- Go to File – Print – Print this page.

Share

- Go to File – Share – Share with People
Choose permissions:

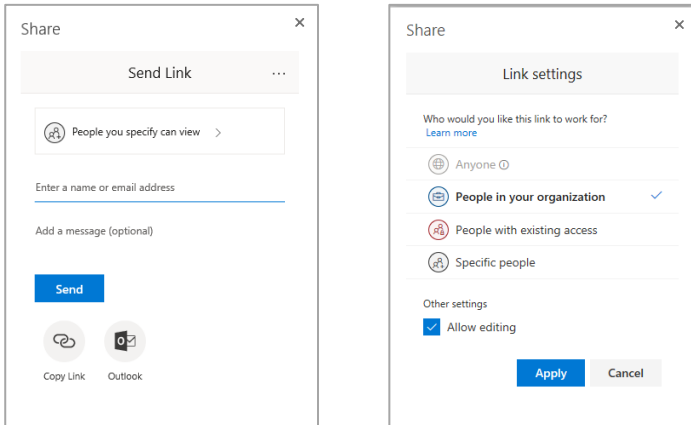
¹ For guidance on Copyright see: <https://www.abdn.ac.uk/library/support/copyright-216.php>

Click on *People you specify can view* and choose from the list:

- Anyone
- People in your organisation
- People with existing access
- Specific people

If you want the people to be able to Edit **tick** box for **Allow editing**.

Click **Apply**.



Enter a name or email address and optional message.

Click **Copy Link** and **Send** or Click on **Outlook** to send the link to your Notebook.

Further Information and Help

See OneNote support and OneNote Online support.

Use MyIT to log a call with Service Desk: <https://myit.abdn.ac.uk>