

4 REASONS WHY YOU SHOULD USE ONENOTE

1. PROJECT FILE ORGANIZATION

OneNote allows you to do more than type project notes. You can embed almost any file into a OneNote page including; screen clips, pictures, scanned documents, audio and video, spreadsheets, and Visio flowcharts.



2. OUTLOOK INTEGRATION

Never lose past meeting details again. With the click of a button, you can add meeting notes and email content to a OneNote notebook directly from Outlook.

3. COLLABORATION

Need to collaborate on a project? Save your OneNote notebook to either a SharePoint or Microsoft OneDrive. Everyone with access can update notes, add files, etc.

4. SHORTCUTS AND TOOLS



Built-in audio and video recorders

Tagging and searching tools



Free mobile app

Optical Character Recognition (OCR) for screenshots and photos, making images searchable



QUESTIONS?



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