OneNote App (FAU COM Provided) All-in-One Training Video (iPad)

Christine Clevenger - 2026-07-30 - iPad Support

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WHAT: OneNote is a digital note-taking app that **provides a single place for keeping all of your notes, research, plans, and information** — everything you need to remember and manage in your life at home, at work, or at school.

WHERE: OneNote is provided by FAU through your Office 365 license and is accessible via the app, online (https://www.microsoft365.com/launch/onenote), and on your computer.

HOW: You can learn to use OneNote via the tutorial below (shortcuts below video). You may also search COMSupport.fau.edu for other articles and tips.

TOPIC SHORTCUTS:

0:57 Getting started: creating notebooks, sections and pages

6:01 Basic note-taking

10:09 Inserting files, images and PDFs

18:34 Draw tool

22:53 View options

24:18 Adding the OneNote widget

26:03 Searching in OneNote

26:57 Using splitscreen and taking a snapshot

29:38 Taking notes with PDF printouts

32:26 Deleting a OneNote notebook