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

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## OneNote App (Recommended) All-in-One Training Video (iPad)

**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 (<a href="https://www.microsoft365.com/launch/onenote">https://www.microsoft365.com/launch/onenote</a>), and on your computer.

**HOW:** You can learn to use OneNote via the tutorial below (shortcuts below video). You may also search <u>COMSupport.fau.edu</u> 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