

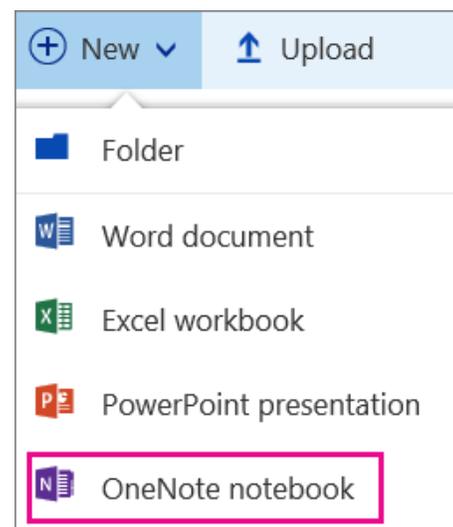
Basic tasks in OneNote Online

Applies To: OneNote Online

With OneNote Online, you can use your web browser to create, open, view, edit, format, and share the OneNote notebooks that you created on OneDrive.

Create a new notebook

Sign in to OneDrive or your team site and create a notebook in the browser. Click **New** > **OneNote notebook**, and give the notebook a name.

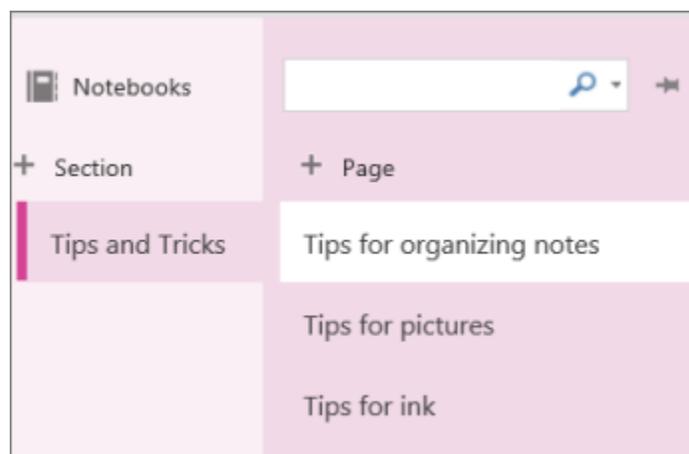


Type or write notes in the browser

OneNote Online lets you edit your cloud-based OneNote notebooks by opening them in your browser and then typing anywhere on its pages. In addition to typing and formatting text, you can also add images to your notes.

There's no Save command in OneNote Online. All of your work is saved automatically and continuously. If you change your mind about something you've typed, added, or deleted in your notes, press Ctrl+Z (Windows) or ⌘+Z (Mac) to undo your last action.

Tabs along the left side of the screen represent sections, which contain pages, to help you organize your thoughts.



Add links

Whenever you type text that OneNote Online recognizes as a link, it automatically formats it as one. For example, if you type www.microsoft.com into your notes, OneNote Online turns that into a link. In this example, clicking the link will open the Microsoft website in your browser.

You can also manually insert links into your notes by doing the following:

1. Select the text you want to link.
2. Click **Insert** > **Link**.
3. In the **Link** dialog box, type the link's destination URL into the **Address** field and then click **Insert**.

Note: To edit or remove a link, right-click it in your notes, and then click either **Edit Link** or **Remove Link**.

Insert pictures

With OneNote Online, you can easily insert pictures into your notes.

1. On any page, put the cursor where you want to insert the picture.
2. Click **Insert** and then do one of the following:
3. Click **Picture** to insert a picture file from your computer.
4. Click **Online Pictures** to search for and insert pictures from Bing Images.

When using pictures or clip art from Bing, you're responsible for respecting copyright, and the license filter in Bing can help you choose which images to use.

Draw a table

Tables are a great way to organize information in your notes. To create a table in OneNote Online, start by drawing a simple grid.

1. Click **Insert** > **Table**.
2. Move the mouse pointer over the grid to select the table size you want, and then click the left mouse button to create the table. For example, selecting a 4x6 table would create a table with 4 columns and 6 rows.

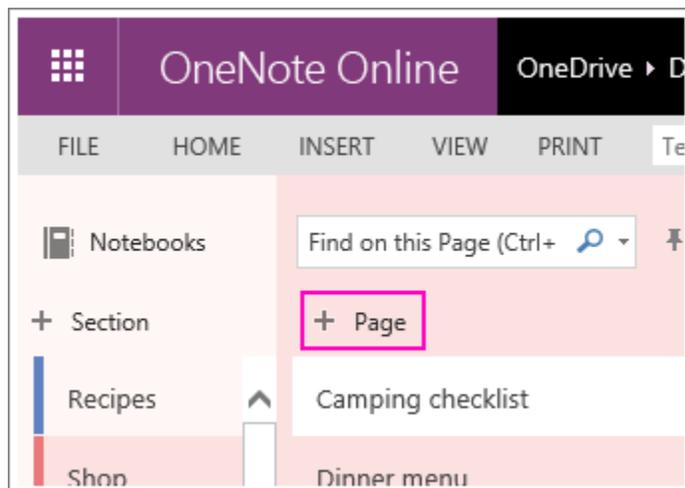
To quickly modify a table or any of its parts, click in any table cell, and then click the **Layout** tab that appears on the ribbon. The table tools you find here let you insert and remove rows and columns, select cells and cell ranges, show or hide table borders, and align table cells the way you want.

Add more pages

For more room in any section of your notebook, you can add as many pages as you want.

Do either of the following:

1. On the left side of the screen, over the column of page tabs, choose **Add Page**.
2. Type a page title into the heading area at the top of the page, and then press Enter.



Note: To change the order of your page tabs in the sidebar, click and drag any page tab to a new position.

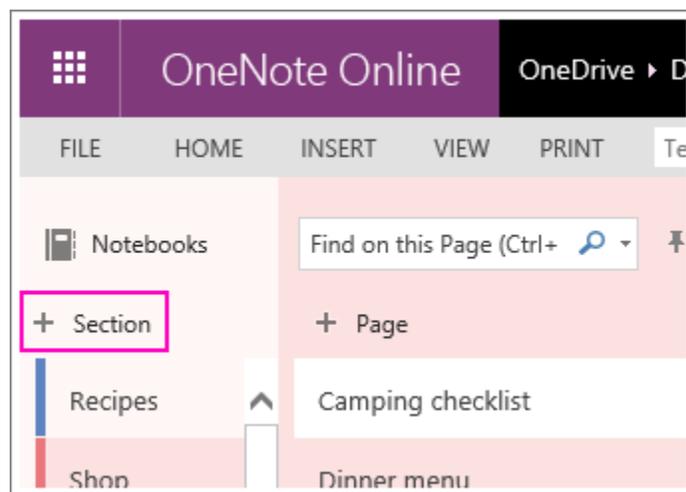
Add more sections

To better organize your notebook into different categories, you can add as many sections as you want.

Do either of the following:

1. On the left side of the screen, over the column of section tabs, choose **Add Section**.
2. In the **Section Name** dialog box, type a meaningful description for the new section, and press OK.

Note: To change the order of your section tabs in the sidebar, click and drag any section tab to a new position.



Save your notes

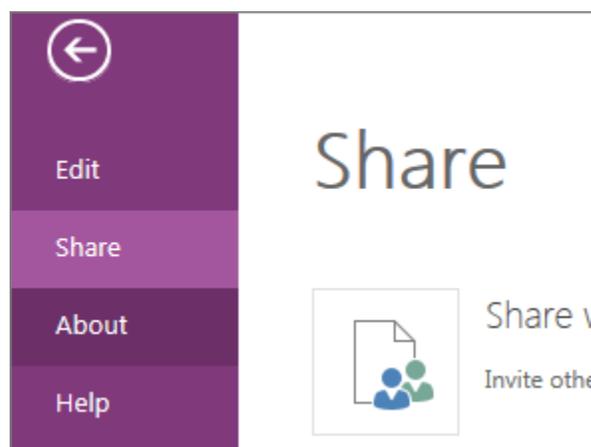
OneNote Online doesn't have a Save button. That's because you never have to save your work in OneNote.

As you work in your notebooks, OneNote Online automatically saves everything for you — no matter how small or large the changes. This frees your mind to let you think about your projects, thoughts, and ideas instead of thinking about your computer files.

If you change your mind about anything you've typed, added, or deleted in your notes, press Ctrl+Z (Windows) or ⌘+Z (Mac) to undo your last action.

Share notes online

Because your notebook is online, you can share it by sending a link instead of an email attachment. By clicking the link, people can read your notes in their web browser.



Work together in a notebook

Working together in a notebook is a good way to brainstorm ideas or do research for a group project.

OneNote Online shows you updates as they happen, and you can see who did what on the page: Go to **View > Show Authors** (click it again to hide author names).



OneNote keeps the notebook in sync with everyone, even if they're using different devices. Your colleagues can be using OneNote Online, OneNote 2010, 2013, or 2016, or OneNote on their phone or tablet.