



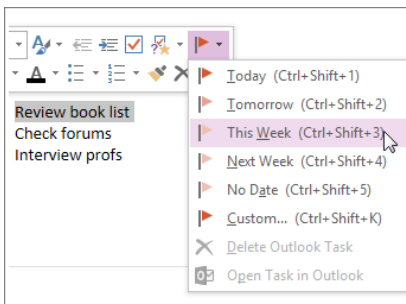
Stay Organized

Create Outlook tasks in OneNote

Create an Outlook task in OneNote

1. In OneNote, select the words that you want to be your task.
2. In the menu that appears, click the arrow next to the **Outlook Tasks** button and choose a reminder.

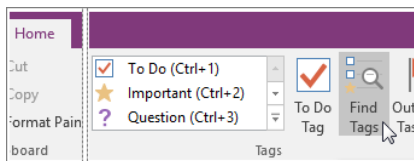
A flag appears next to your task in OneNote and your task is added to Outlook.



Tip: You can also use this menu to add note tags. Note tags are handy for things like creating to-do lists or marking items as important. Unlike Outlook tasks (flags) though, note tags are a feature of OneNote. You can tag action items in meeting notes in OneNote, but they won't show up in Outlook.

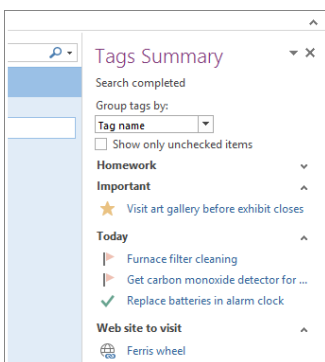
Find a task in OneNote

- On the Home tab in OneNote, choose **Find Tags**.



Your Outlook tasks will be in the **Tags Summary** pane on the right.

Note: Outlook tasks are the ones with the flags or check marks. You'll also see OneNote tags here too, such as things you've marked for follow-up or tagged as a question.





Stay Organized

Mark a task as complete

- In the Tags Summary pane in OneNote, check the flag next to an Outlook task.

The task is marked as completed in both the OneNote Tags Summary pane and in Outlook.

Tips:

- When you mark a task as complete in Outlook, the task is marked as complete in OneNote when Outlook and OneNote sync. If you check the task as complete in OneNote, it gets marked as complete in Outlook and is removed from your tasks list.
- If you'd like to add the task back into Outlook, check the box again.

Delete a task

If you decide you don't need a task, you can remove it. You've got two choices: Delete the task from Outlook, which also removes the tag (flag) from OneNote (the text will still be in your OneNote notes) or Remove the tag from OneNote and keep the task in Outlook.

To remove the task from Outlook:

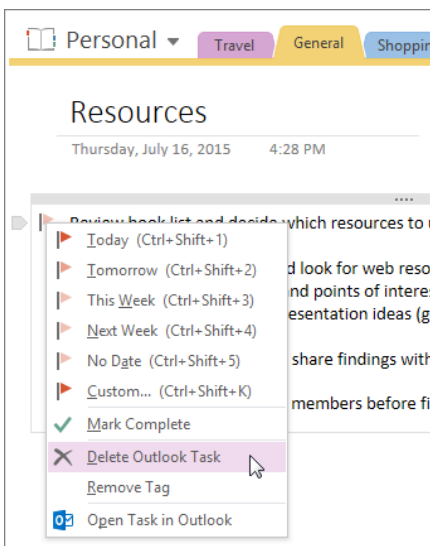
- Right-click the tag in your notes, and choose **Deleted Outlook Task**.

The text remains in OneNote and the task is removed from Outlook.

To keep the task in Outlook and remove the flag from OneNote:

- Right-click the tag in your notes, and choose **Remove Tag**.

The tag (flag) is removed from OneNote and the task remains in Outlook.



OneNote and Outlook work together in other ways too. For example, you can [insert meeting details](#) and [send notes in an email message](#).



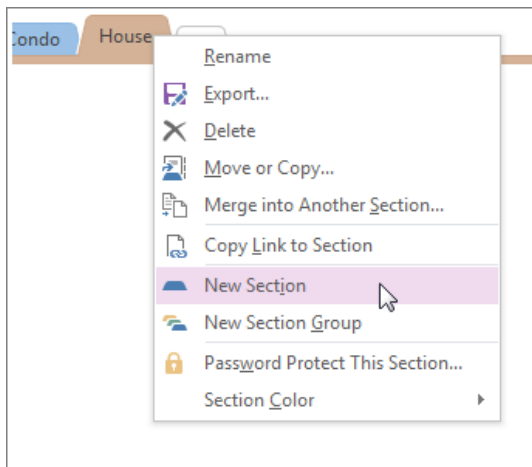
Stay Organized

Create a new section in OneNote

Creating new sections in a OneNote notebook is a great way to stay organized when a section already has a lot of pages and scrolling through them takes too long.

Add a new section

1. Right-click any existing section tab in your notebook, and choose **New Section**.



2. Type a meaningful description for the new section, and press Enter.

Notes:

- You can organize a section by dragging its tab to the left or right and you can rename a section by right-clicking the section tab and clicking **Rename**.
- If you accidentally create an extra new section, right-click the section tab and click **Delete**. Be careful though. When you delete a notebook section all of the notes pages in that section will also be deleted.

Add a new section group

If you already have a lot of sections in your notebook, you can create a section group.

A section group lets you combine multiple sections into their own group. When you open a section group, you'll see only the section tabs contained in that group, which makes it easier to navigate through section tabs in large notebooks.

1. Right-click any existing section tab and choose **New Section Group**.
2. Type a meaningful description for the new section group and press Enter.

When you click the tab of the section group, all of the normal section tabs at the top level of your notebook disappear to make room for the sections you'll create or move there. To exit the section group display and return to the top level of your sections, click the green arrow icon to the far left of the section tabs.



Stay Organized

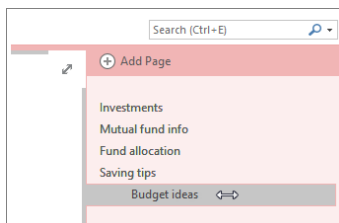
Create a subpage in OneNote

Subpages are a good way to group and organize notes in OneNote. For example, if you have annual and monthly meeting notes, the annual meeting notes can be a main page and you can demote the monthly meeting notes so they become subpages.

Before you create a subpage, you'll need at least two pages: A page that will be your main page, and a page that will be the subpage. If your notebook is empty, you can [add pages](#).

To make a page a subpage:

1. Move the mouse pointer over the page tab on the right side of the page.
2. Drag the page tab to the right until the title is indented.

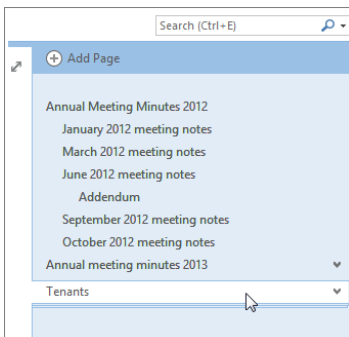


Collapse and expand subpages

Main pages can be collapsed to hide all levels of subpages under them.

A chevron on the right side of the page tab means that the page has subpages. If you click a page that has subpages, lines representing stacked subpages appear under the page tab.

- Click the chevron next to the page tab on the right to expand or collapse the subpages under it.



Notes:

- If the number of notebooks and pages is making it harder to find what you're looking for, you can [search notes and navigate results](#). Another way to stay efficient is by [creating new notebooks](#).
- When you move a page that has subpages, the group moves together if the subpages are collapsed. If you want to move a single subpage, promote it to a page by dragging it to the left, and then click and drag the page up or down to the location you want.



Stay Organized

Rearrange section tabs and page tabs in OneNote

OneNote doesn't automatically organize or alphabetize section or page tabs. You can keep your notebooks organized by arranging your section tabs and page tabs in a way that is meaningful to you.

Rearrange section tabs

Section tabs run across the top of your notebook and are a great way to organize your content by topic or subject area. You can change the order of sections anytime.

- In the row of sections near the top of the page, drag a tab left or right until it's in the position where you want it.

A small arrow will appear in the spaces between other sections as you move the mouse, so you'll know where the tab will end up when you release the mouse button.

Tip: If you make a mistake, press Ctrl+Z to undo your changes and try again.

You can [add new sections and create section groups](#) to help you stay organized. Section groups let you combine sections into a group of their own, so it's easier to navigate through section tabs in large notebooks.

Rearrange page tabs

Page tabs run down the side of your notebook and are a helpful way to organize content in a section.

- In the page tabs column along the side, drag a page tab up or down until it's in the position where you want it.

A horizontal bar will appear in the spaces between other pages as you move the mouse so you'll know where the tab will end up when you release the mouse button.

To further organize your notebooks, you can [create more pages](#) and establish a hierarchy by [creating subpages](#).

Note: To rename a page tab or section tab, right-click the tab, and choose **Rename**.



Stay Organized

Create an outline to structure notes

The outline feature in OneNote makes quick work of organizing long or complex documents, plans, and presentations. It can organize up to five levels of information, and it starts to assign a hierarchical structure to your notes as soon as you indent one paragraph under another.



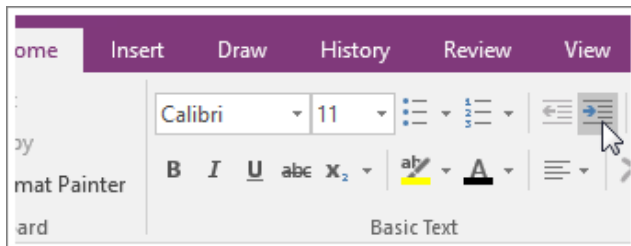
You can promote or demote items in the outline hierarchy by changing their indentation. You can also organize information into headings and subheadings, apply numbered and bulleted lists, and control which levels of information are displayed.

Create an outline

1. Type a line or paragraph of text, and then press Enter.

The first paragraph you type is formatted as Level 1 of the outline.

2. To make the second paragraph a subparagraph (Level 2) of the first, click **Increase Indent Position**.



3. On the indented line, type the second paragraph, and then press Enter.

As you type each additional paragraph below the next, increase or decrease the indentation position to either raise or lower the hierarchy of a particular paragraph.

Note: Each new paragraph you create automatically continues at the same level as the previous paragraph unless you increase or decrease its indentation.

In large outlines, [adding bullets and numbering](#) will give you a more detailed structure.



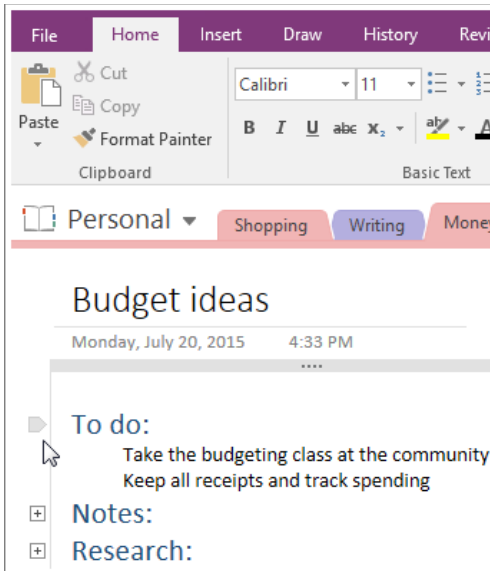
Stay Organized

Collapse an outline

One of the benefits of structuring notes in an outline format is that you can hide sublevels.

1. Move the mouse pointer to a Level 1 paragraph, and then double-click the small gripper icon.

(If you're using OneNote 2010, your gripper icon will look like a four headed arrow in a box.)



You can expand an outline the same way. Double-click the small gripper icon again.

Notes:

- For any paragraph with subheadings, you can choose how many levels you want to display. Simply right-click the gripper icon, click **Select**, and choose a level.
- If you usually place the same kind of information at the same level in your outlined notes, you can select all text at that level. Right-click the gripper icon, click **Select**, and then click **Select All at Level 1**, **Select All at Level 2**, or whatever level you want.

For more information, please refer to the Microsoft training resource page [HERE](#)