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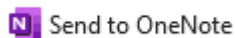Learn more at LaunchTraining.com or call 781-395-9565.

Launch Tip of the Month
November 2024

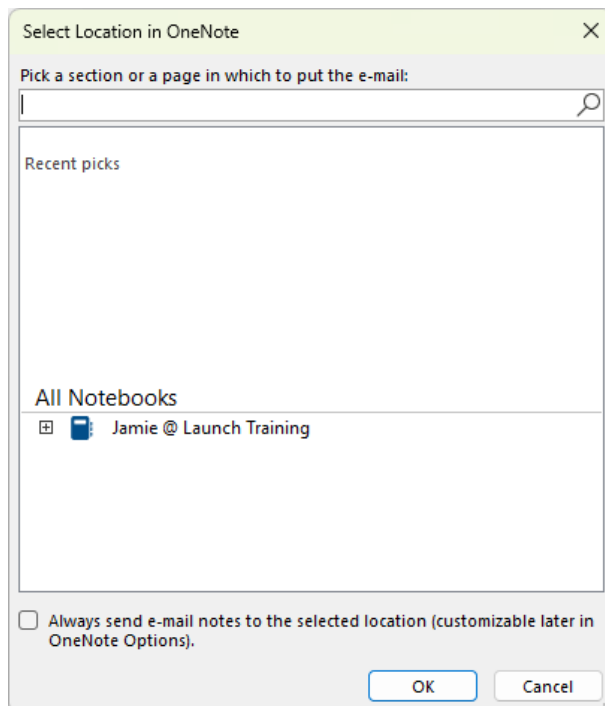Microsoft OneNote is integrated with Microsoft Outlook in several useful ways.
- Send email from Outlook to OneNote
- Email notes stored in OneNote to another person
- Insert meeting details into OneNote
- Create flagged tasks in Outlook from OneNote

Sending Email from Outlook to OneNote
1. Select an email in Outlook.
2. On the Home ribbon, click the Send to OneNote icon.

N| Send to OneNote

3. Select a section or page where you want to put a copy of the email and click OK.

Select Location in OneNote ✕

Pick a section or a page in which to put the e-mail:

Recent picks

All Notebooks
⊞ 📘 Jamie @ Launch Training

☐ Always send e-mail notes to the selected location (customizable later in OneNote Options).

OK   Cancel

The email now appears in OneNote.

Emailing Notes Stored in OneNote to Another Person

1. Open a page in OneNote.
2. Click the Email page icon. Outlook creates a new email with the content of the page inserted. Any imbedded files are included as attachments.

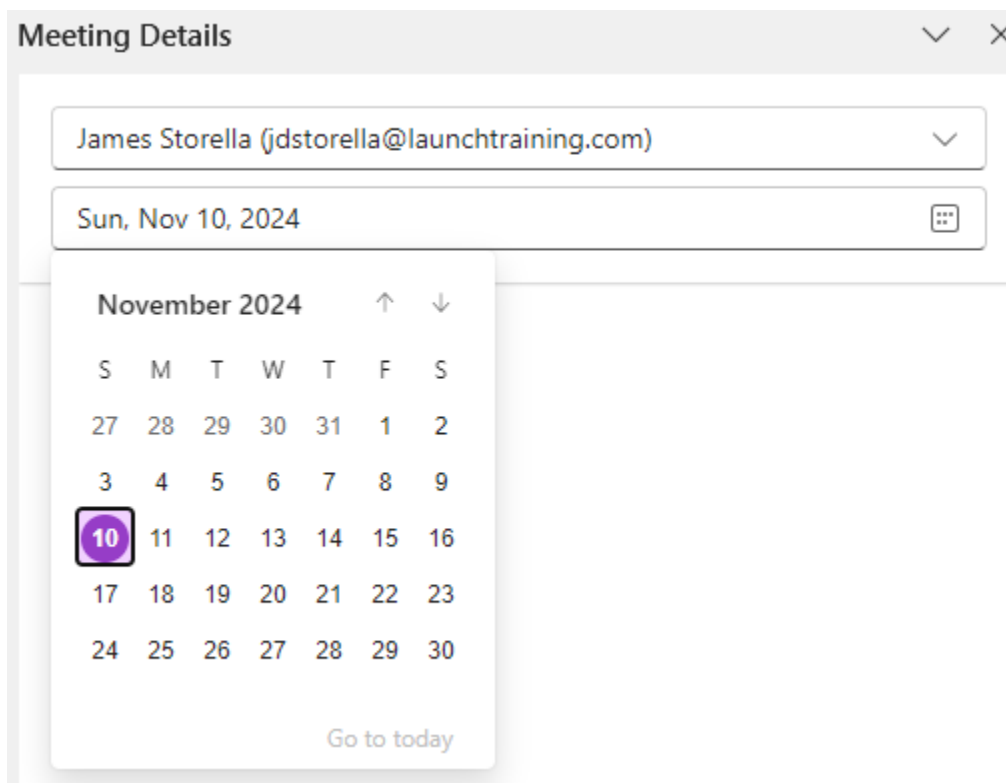Email
Page

3. Click Send.

Inserting Meeting Details into OneNote

1. Click the Meeting Details icon.

Meeting
Details

2. In the Meeting Details pane, select the date of the meeting followed by the name of the meeting.

Meeting Details   ⌄ ✕

James Storella (jdstorella@launchtraining.com)   ⌄

Sun, Nov 10, 2024   ▦

November 2024   ↑ ↓

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Go to today

3. The note appears in OneNote with the title of the invitation, the invitation message, participants, and any attached files. Click the arrows (called chevrons) to expand or collapse the message or list of participants.

⌄ - **Introduction to Microsoft Project - Part 1 of 3**
      Wed, Oct 30, 9:00 AM - 12:00 PM
      Link to Outlook Item
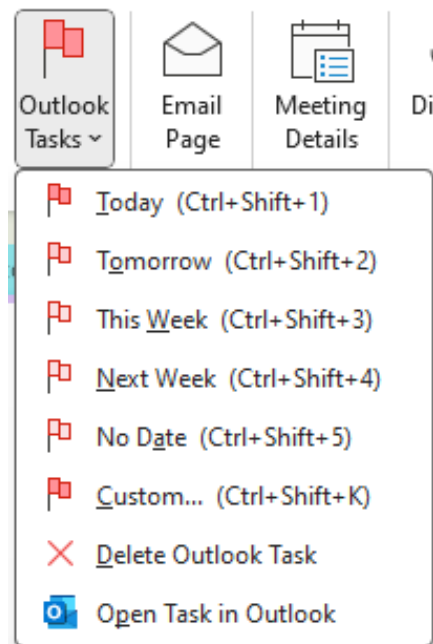   > **Invitation Message**
   > **Participants (10)**

Notes
Show students where to find the company template

Note: If you then email the page that includes the meeting details, it will add every participant to the To line of the email.

## Creating Flagged Tasks in Outlook from OneNote

1. Type something you need to get done in OneNote.
2. Select the text.
3. Click the Outlook Tasks icon.

Outlook Tasks ⌄	Email Page	Meeting Details	Di

    ▭   <u>T</u>oday (Ctrl+Shift+1)

    ▭   T<u>o</u>morrow (Ctrl+Shift+2)

    ▭   This <u>W</u>eek (Ctrl+Shift+3)

    ▭   <u>N</u>ext Week (Ctrl+Shift+4)

    ▭   No D<u>a</u>te (Ctrl+Shift+5)

    ▭   <u>C</u>ustom... (Ctrl+Shift+K)

    ✕   <u>D</u>elete Outlook Task

    ◙   O<u>p</u>en Task in Outlook

4. Pick a due date.

The task is marked with the appropriate icon in OneNote and is added to your To Do list in Outlook! Click the task in Outlook to access a link to the text in OneNote! Go back to the Outlook Tasks icon in OneNote to open or delete the task in Outlook!

▶ **Call Launch to set up OneNote training!**

Arrange by: Flag: Due Date	Later ▼
Type a new task	
⌄ ▭ Today	
Call Launch to set up OneNote training!	▭
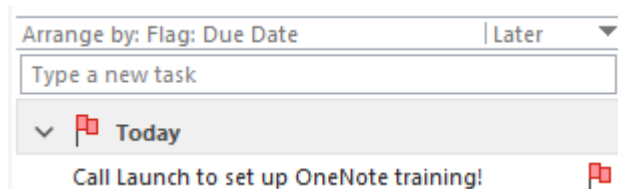
Want to learn more about Microsoft OneNote?

Featured Course: Microsoft OneNote: Getting Started with Microsoft OneNote
3 Hours
- What is OneNote?
- Ways people use OneNote
- The OneNote hierarchy
- Creating a new notebook
- The Notebook Properties dialog box
- Creating a section Group
- Creating a new section
- Renaming a section
- Moving a section into a section Group
- Changing the color of a section
- Moving a section
- Deleting a section
- Adding text to a page
- Creating a bulleted or numbered list
- Changing Text Attributes
- Applying a style to text
- Highlighting text
- Aligning text
- Handwriting
- Customizing a pen type
- Converting handwriting to text
- Working with note containers
- Spelling
- Inserting a table
- Inserting and removing rows and columns from a table
- Inserting a graphic
- Inserting a screen capture
- Inserting web content
- Inserting mathematical functions
- Inserting a line or shape
- Modifying a line or shape
- Inserting a link
- Attaching a file
- Inserting the date and time
- Inserting an equation
- Inserting a symbol
- Recording an audio clip
- Previewing and printing a note page
- Searching
- Working with Outlook
- Emailing a Page
- Assigning a task in Outlook
- Inserting meeting details into OneNote
- Sending an email to OneNote

Featured Course: Microsoft OneNote: Getting Started with Microsoft OneNote

- Inserting a new Page
- Page Templates
- Working with subpages
- Adding or removing space from a page
- Password protecting a section

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