

UConn HEALTH

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Microsoft OneNote Electronic Notebook

Video

[OneNote Overview](#) (5:34 Minute, YouTube)

[OneNote Basics for Students](#) (4:20 minutes, YouTube)

[OneNote Use in Fabric of Anatomy and Biology Lab \(FAB LAB\) at UConn Health](#)
(9 minutes, Dr. John Harrison)

Help & Support

Telephone: 860-679-2896 (Jason Wright)

Telephone: 860-679-8870 (AITS Main)

Email: aits@uchc.edu (AITS Main Mailbox)

Login (from OneDrive)

- Go to OneDrive at <https://office.com/>
- Login in with your UConn email (FirstName.LastName@uconn.edu) and NetID password

Login (from Office 2016). None required.

Description

Have you ever made notes in Word, Excel, PowerPoint, and other office applications and saved them folders inside other folders and found it difficult to keep track of everything? For notetaking, there's a better way. It's called OneNote. OneNote can be simply thought of as a non-linear form of Microsoft Word in the sense that you can type, draw, copy file anywhere on the page and wherever you place your cursor. You can type here, there, anywhere as your typing is not bounded by text.

OneNote enables simple organization, searching capability, intuitive text formatting, capability to insert or attachments, emails, articles, pictures, screens captures, and more.

How Does OneNote Work? OneNote mimics paper notebooks in the way it is organized. It is a hierarchical program that is broken down like this. You have your Notebook, inside your Notebook is your sections, inside each section is multiple pages, and on your pages are your

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notes. Just like your paper notebook, there's no "Save" button. Everything is saved automatically almost immediately.

Key Features

1. Ability to share you notebook with other for near real-time collaboration.
2. Ability to export your notebook to other file formats including Word and PDF
3. Ability to embed a page in email message and send directly from OneNote
4. Full text formatting features (similar to what you find in Word)
5. Record and include audio and video recordings
6. Ability to insert files (as attachments or printed), screen clipping, pictures and images, links, etc.
7. A feature-rich drawing tool
8. Automatic backup and facile restoration of files.

Uses. You will use OneNote to collaborate on team projects in FAB Lab and other classes. For example in the MDelta curriculum, you create a notebook called Block A. Within your notebook, you will have a session for every lab. For example, Session A1-1, Session A1-2, etc. In each session, you will have pages and each exercise will be one page. For example, Excercise 1, Excerise 2. When finished with an exercise, you export it as a PDF file and upload it to the team Lab Notebook in HuskyCT.

Block A



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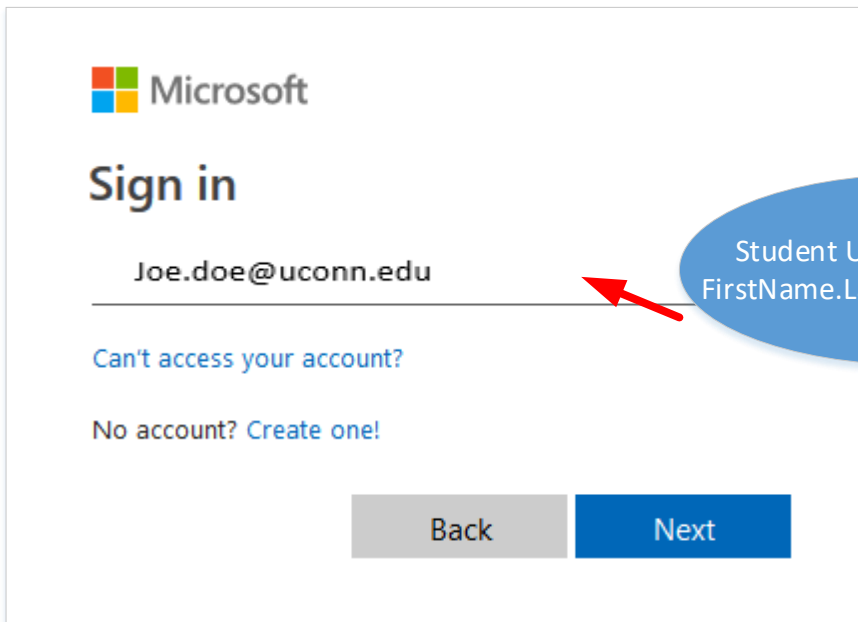
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You may also use it individually to manage your notes.

How to Access OneNote

(1) Login to UConn Office 365 located at <https://portal.office.com> using your UConn account. Please note that your Office account consists of your **uconn.edu** (not uchc.edu) email address and NetID password. For the majority of students the uconn.edu email address consists of {First Name}.{Last Name}@uconn.edu (e.g., john.smith@uconn.edu). If you are unsure about your uconn.edu, contact us



Microsoft

Sign in

Joe.doe@uconn.edu

[Can't access your account?](#)

No account? [Create one!](#)

Back Next

Student Uconn email address
FirstName.LastName@uconn.edu

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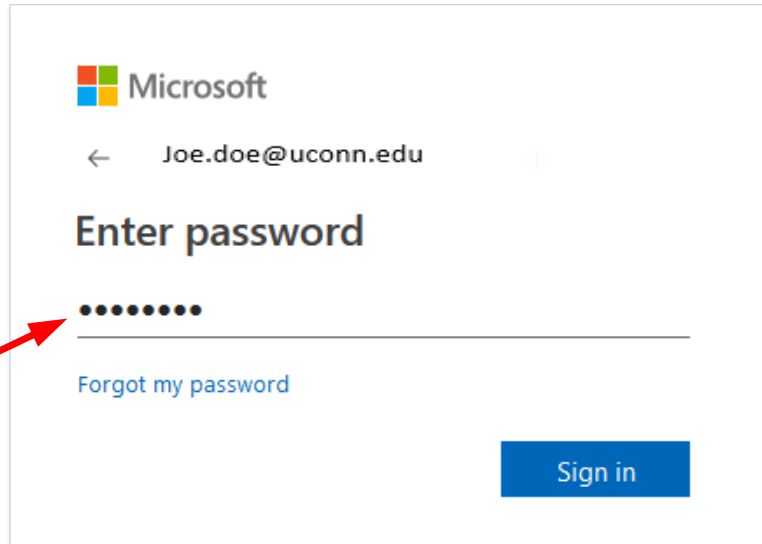
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Student UConn NetID password



Microsoft


← Joe.doe@uconn.edu

Enter password

.....

[Forgot my password](#)

[Sign in](#)

(2) Click the  OneDrive link to go to the Office 365 main menu. Note that when you open OneDrive for the first time, a Welcome screen appears with introductory information about OneDrive. Press the link “Your OneDrive is ready” to move on.



Securely store and share files

Invite others to view or edit any files you choose.
Your files and folders are private until you share them.

Your OneDrive is ready →

(2) Create a new notebook by pressing New from the top menu bar and selecting OneNote as shown

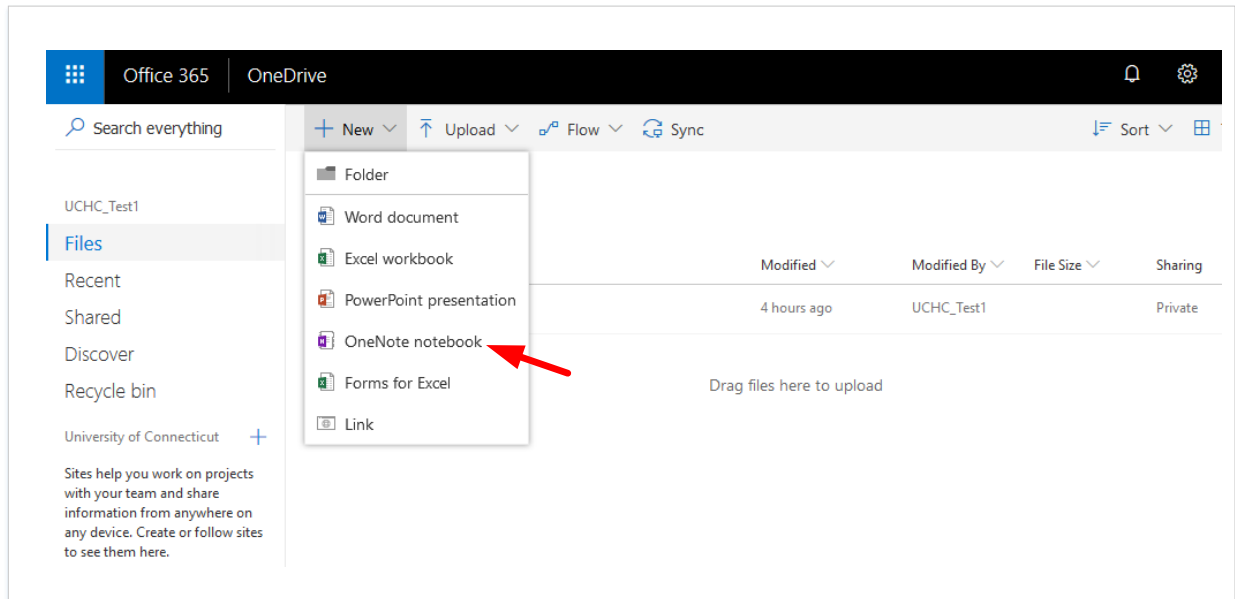
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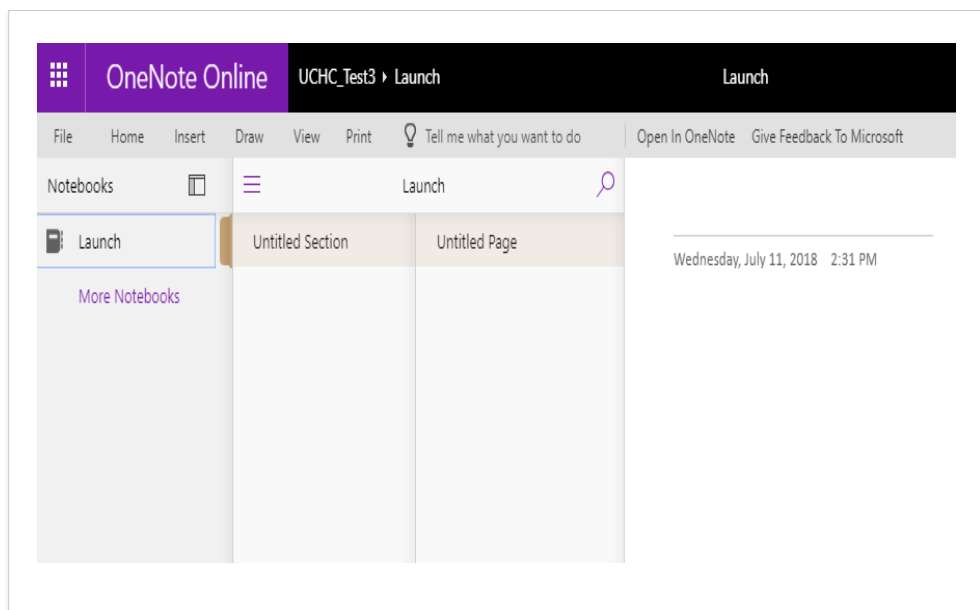
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(3) When opening OneNote for the first time, a Welcome screen appears prompting you to customize your notebook, press “No thanks, just give me a black notebook.”

(4) Give the name “Launch” to your new notebook, and press Create. This will open your new notebook in OneNote and adds a new section “Untitled Section” and page “Untitled Page.”



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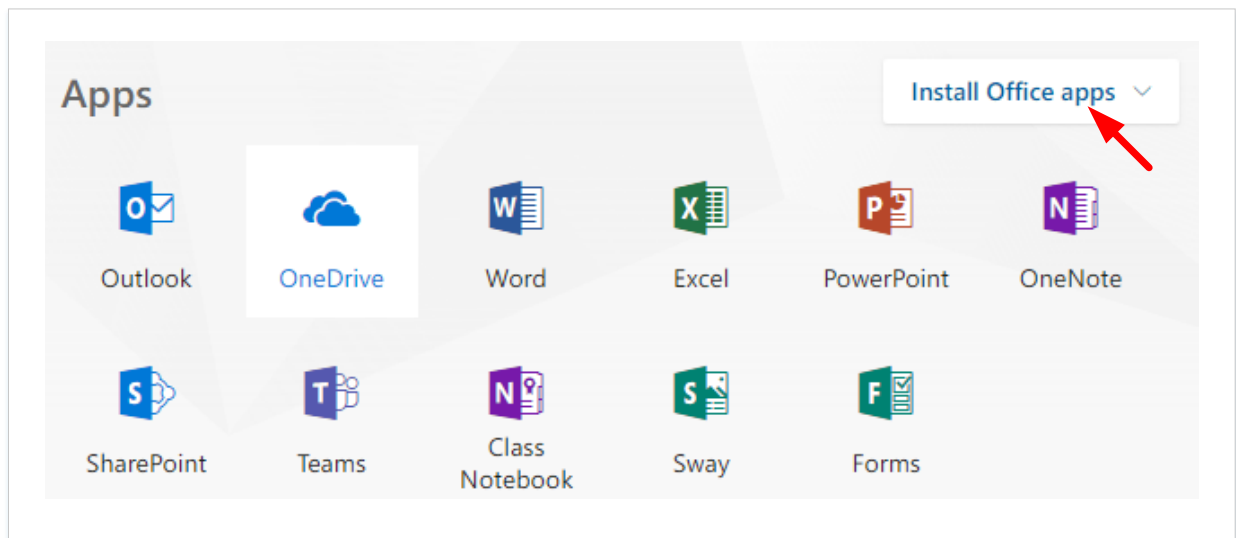
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You can rename the section by hovering over the name of the section, right-clicking the mouse, and selecting rename.

Now you are ready to use OneNote!

Please note that Office 365 provides a link to install Office 2016, which we highly recommend.



The Office 2016 OneNote program (called local or “fat client”) has more features and capability than the cloud-based version of Office 365. As a UCH student, you are authorized to install Office 2016 on your personal computing device. Click the link “Install Office apps” and select Office 2016. Follow the instructions to install. Your UConn Health (UCH) provided laptop will have Office 2016 pre-loaded.

Sharing Your Notebook

(1) From the File menu, select Share and click “Share with People.”

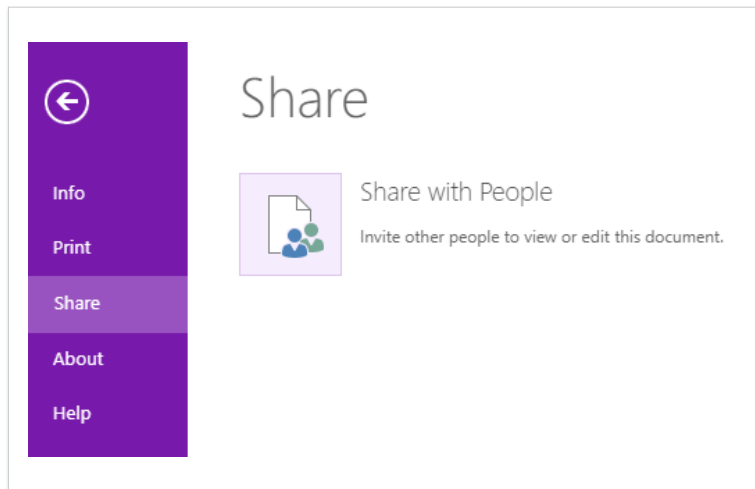
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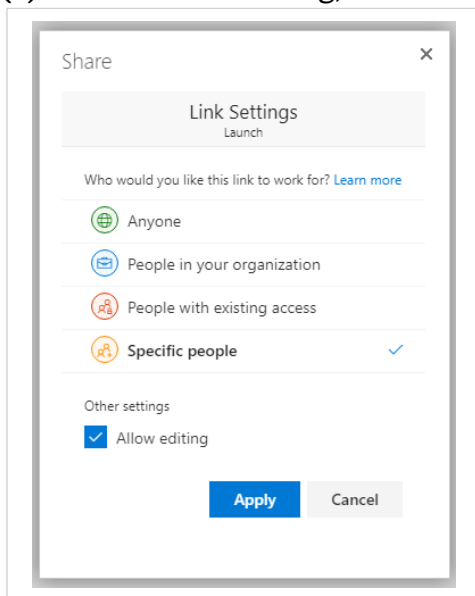
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(2) From the Link Setting, select “Share with Specific People” and press Apply.



(3) Enter the email addresses of the people you want to share the notebook with and press “Send.” The recipients will receive an email notification with a link to the shared document. Now, all people sharing the document can collaborate on the document in real time.

Syncing Your Notebook.

While using OneNote directly in Office 365, the data are saved constantly. However, when using Office 2016 or other clients, OneNote syncs your data syncs periodically and may not always sync immediately. Follow these steps to force a sync in Office 2016.

(1) Choose **File > Info > View Sync Status.**

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Notebook Information

Info
New
Open
Print
Share
Export
Send

AITS (UConn OneDrive)
https://uconn-my.sharepoint.com/personal/khamis_abu-hasaballah_uconn_edu/_...
Invite people to this notebook View Notebook

Work Private (UConn OneDrive)
https://uconn-my.sharepoint.com/personal/khamis_abu-hasaballah_uconn_edu/_...
Invite people to this notebook View Notebook

View Sync Status Open Backups

- (2) The next dialogue screen shows the current sync settings. The option “Sync automatically whenever there are changes should be checked by default. Pressing “Sync All” will force a sync.

Shared Notebook Synchronization

How should we sync your notebooks?

Sync automatically whenever there are changes
 Sync manually

Remote notebooks: 9 up to date, 0 syncing, 0 not connected.

Icon	Notes	Status	Action
	AITS (UConn OneDrive) https://...ments%2FAITS%20%28UConn%20OneDrive%29	Up to date. Last sync 7:33 AM.	Sync Now
	Work Private (UConn OneDrive) https://... uconn edu%2FDocuments%2FWork%20Private	Up to date. Last sync 7:33 AM.	Sync Now
	Personal Notebook (MS Cloud) https://...id=C9BC05124B5D8BEE%21118&id=documents	Up to date. Last sync 7:33 AM.	Sync Now
	RITS (UConnOneDrive) https://...-hasaballah uconn edu%2FDocuments%2FRITS	Up to date. Last sync 7:33 AM.	Sync Now
	Launch (UConn OneDrive) https://...ents%2FLaunch%20%28UConn%20OneDrive%29	Up to date. Last sync 7:43 AM.	Sync Now
	AITS Main Onenote Site https://...cuments%2FAITS%20Main%20Onenote%20Site	Up to date. Last sync 7:33 AM.	Sync Now
	Administrative Position - AITS https://...nts%2FAdministrative%20Position%20-%20AITS	Up to date. Last sync 7:33 AM.	Sync Now

Close

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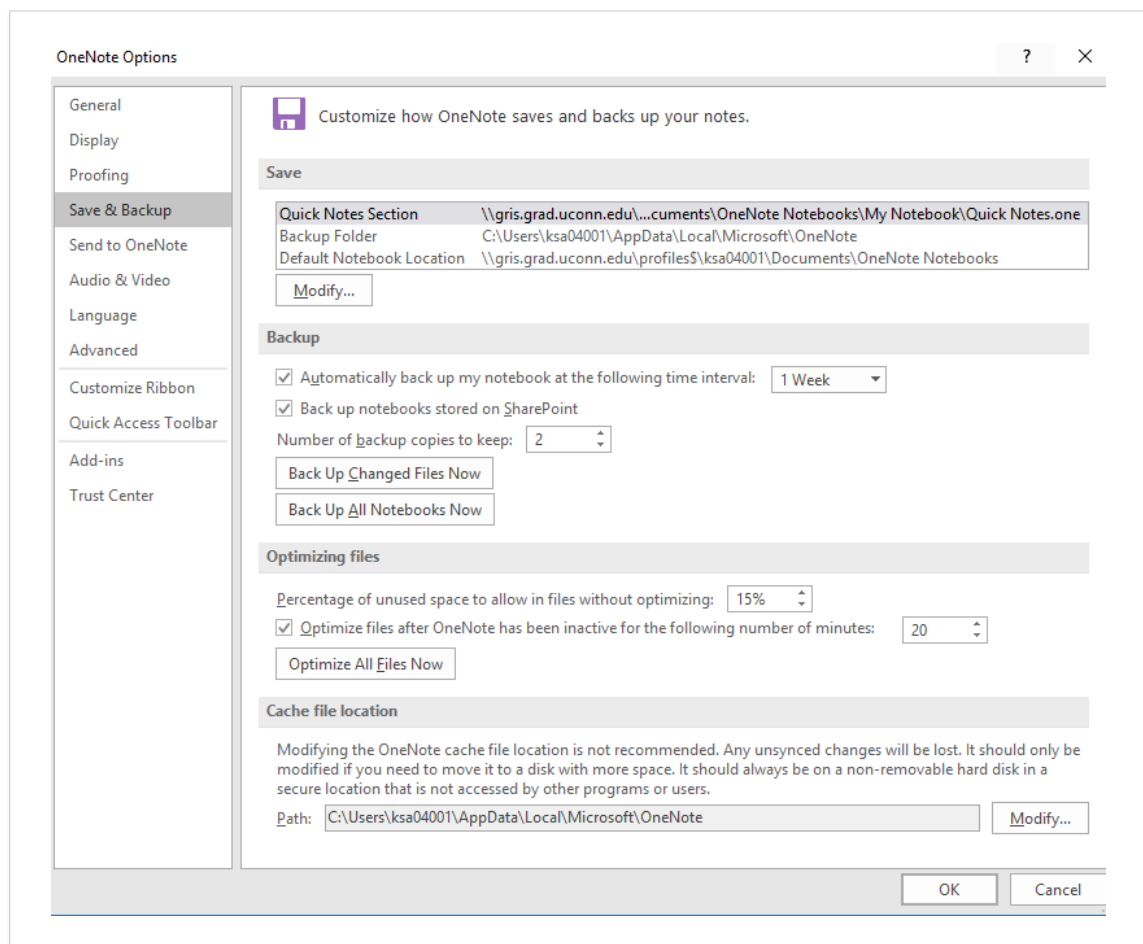
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Backing up Your Files (Office 2016 OneNote)

OneNote can be configured to backup your OneNote files automatically on the fly. Here's how you setup.

- (1) Choose **File > Options**
- (2) In OneNote **Options** dialog box, choose **Save and Backup**



- (3) Configure your back up options (location, frequency, .

- (4) To restore a Notebook, choose **File > Info > Open Backups**

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The screenshot shows the OneNote application window titled "OneNote - OneNote" with the user name "Abu-Hasaballah" in the top right corner. The main content area is titled "Notebook Information" and displays two notebook entries:

- AINS (UConn OneDrive)**: Includes a "Settings" button, a URL (https://uconn-my.sharepoint.com/personal/khamis_ab...), an "Invite people to this notebook" link, and a "View Notebook" link.
- Work Private (UConn OneDrive)**: Includes a "Settings" button, a URL (https://uconn-my.sharepoint.com/personal/khamis_ab...), an "Invite people to this notebook" link, and a "View Notebook" link.

On the right side of the interface, there are two buttons: "View Sync Status" and "Open Backups". A red arrow points to the "Open Backups" button. On the left side, a purple sidebar contains navigation options: "Info", "New", "Open", "Print", "Share", "Export", and "Send".