Microsoft

Create a OneNote Notebook

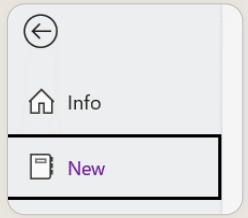
Quick Reference Guide



OneNote is like your personal assistant — always ready, always organised, and accessible from anywhere! It's packed with features to help you create, store, and find your notes in a flash.

Create your new Notebook

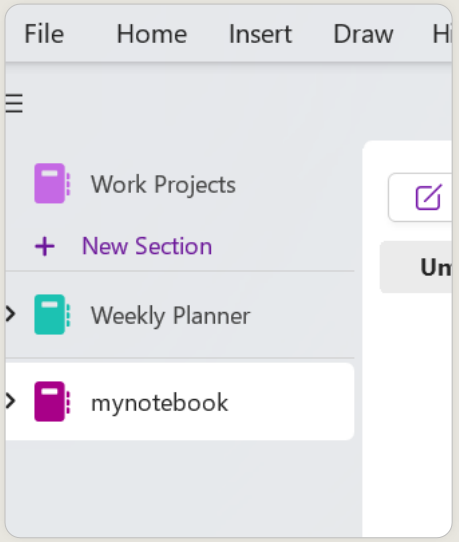
- Open OneNote. You can do this from the desktop app, OneNote for the web, or the mobile app.
- Sign in with your Microsoft account to sync your notes across devices — so whether you're on your laptop, phone, or tablet your notes are synchronised.
- Click **File > New**



- Navigate to where you want to save the Notebook.
- Type in a meaningful name for your notebook.
- Click **Create**.

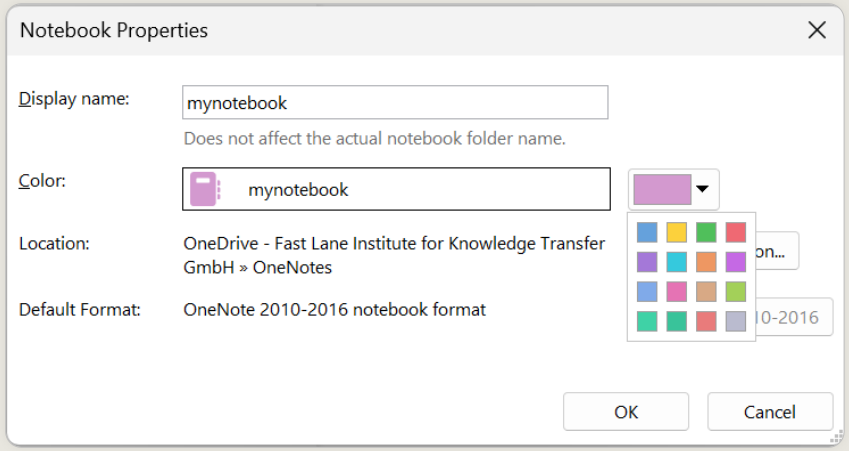
Working with Multiple Notebooks

You can create multiple Notebooks. OneNote lets you work with multiple notebooks at once. To switch between them, click the notebook name on the left-hand side and immediately you are working in a different workspace.



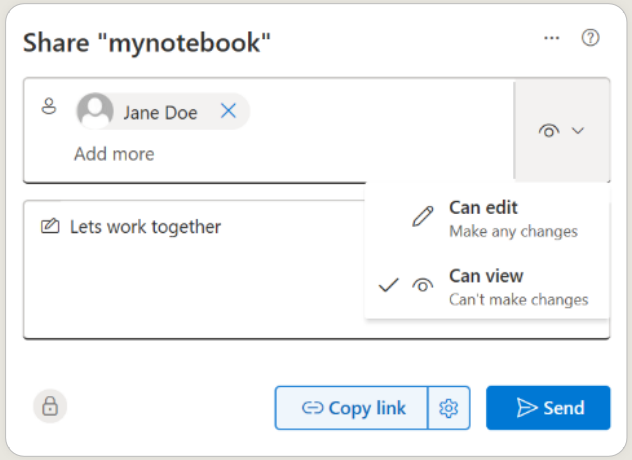
Personalise your Notebooks

For easy identification you can personalise your notebooks. Right-click on the notebook name, select '**Properties**,' and you can rename it, or change its colour for easy identification .



Share with Specific People

From the sharing window you can directly add the name, group or email you want to share with. Click on the pencil to specify the permissions, add a message if needed. Click '**Send**' to share the file directly.



Share your Notebook

To instantly collaborate you can you share your notebook. Click '**Share**', on the top right-hand corner, from the drop-down menu select '**Share Entire Notebook'**.

