![McGhee Productivity Solutions logo]

Workflow Mastery in Microsoft OneNote

Virtual in two-hours

This workshop takes a deep dive into using Microsoft OneNote productively, including learning the key features and functions, using OneNote to track meetings, projects, and reference, and integrating OneNote with Outlook and Teams. Two hours.

Course Outline

- Differences between the desktop and web versions of OneNote
- Using OneNote for managing reference
- Tracking meeting agendas, decisions, and actions in OneNote
- Managing projects in OneNote
- Understanding Notebooks vs. Sections vs. Pages vs. Subpages
- Options for adding content
- Using Search effectively
- Creating Outlook Tasks from within OneNote
- Inserting Outlook emails into OneNote
- Linking Outlook meetings to OneNote Pages
- Using screen clipping
- Viewing OneNote Notebooks in Microsoft Teams

The workshop blends short instruction with hands-on exercises, discussions, and time for Q&A. Participants will leave the session with new tips, tricks, and strategies for getting the most out of OneNote as a powerful workflow tool.

Contact us if we can support your team in using OneNote more productively.