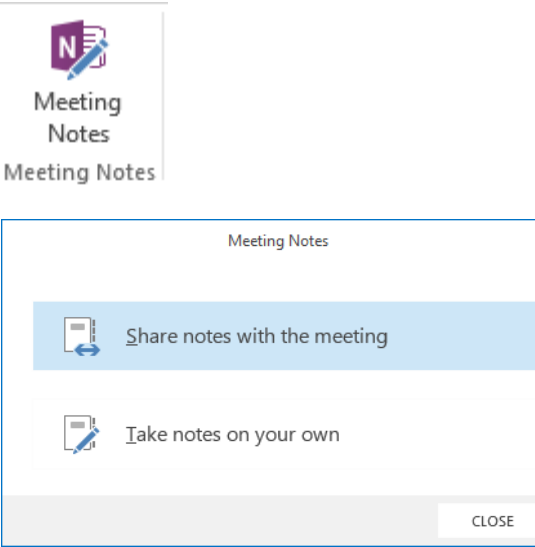
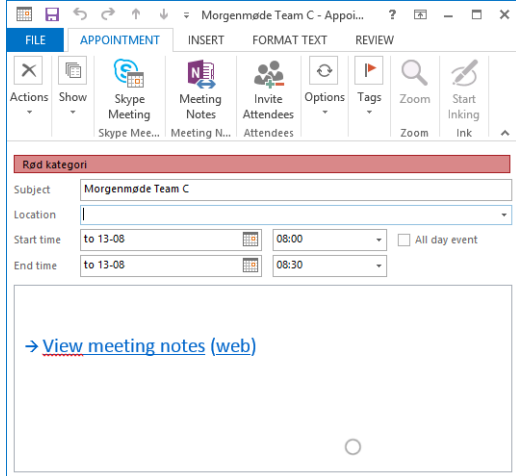




How to send items from Outlook to OneNote		
What are you going to do?	How to do it?	Where is it?
<p>We often need to take notes at work, during meetings. With Outlook combined with OneNote it is easy for you to manage and share information between your notebook, your e-mails, and your schedule. Do you share meeting notes with other delegates, you can also collaborate during the meeting.</p>		
<p>Send an e-mail to OneNote</p>	<p>Select the e-mail.</p> <p>On the HOME tab, click OneNote.</p> <p>Select location in OneNote.</p>	
<p>Link an Outlook task with OneNote</p>	<p>Select the task you want to link with OneNote.</p> <p>On the HOME tab, click OneNote. (linked task comments).</p> <p>Select location in OneNote.</p> <p>The task will be placed as a page in the chosen OneNote folder.</p>	





<p>Link meeting notes with OneNote</p> <p>Select the calendar appointment you want to link with OneNote.</p> <p>On the HOME tab, click Meeting Notes.</p> <p>You can choose:</p> <ul style="list-style-type: none"> • Share notes with the meeting Everyone can have access to the OneNote folder you place the notes in. They can take notes during the meeting on a single page. • Take notes on your own Nobody can see or edit your notes. <p>Choose where you want to place the meeting notes in OneNote.</p>		 
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