Outlook 2013
Features Beyond E-Mail

October 4 2016
Agenda

• Introduction
• Outlook 2013 tour & client features
• Working with the Address Book/groups
• Shared mailboxes
• Rooms / Shared Calendars
• Searching
• Skype for Business
• Q & A
Where we are today

• Office 365 Phase 1 – Complete
  (Migration of mail, calendar, contacts)

• Office 365 Phase 2 – In Progress
  (OneDrive, Office Online, Skype, Groups)

• Office 365 Phase 3 – Application Migration
  (TeamRooms, Doc Libraries, Custom Apps)
Outlook 2013 Tour
Sorting Folders / Favourites

- Craig.Brown@uwindsor.ca
- Licensing
- Team
- 365
- Outlook
- Active Directory
- VIP
- Weibo
- Mic
- Andrea
- 365 Outlook
- aaDemo
- 45-323 Group
- Clutter
- Bina
- Bin

- Open in New Window
- Open File Location
- Remove "Craig.Brown@uwindsor.ca"
- New Folder...
- Manage All Site Mailboxes...
- Show in Favorites
- Sort Subfolders A to Z
- Account Properties...
- Folder Permissions
- Data File Properties...
- Inbox 904
- Clutter 21720
- Sent Items
- Drafts [77]
- Deleted Items 9114
- 45-220 Public Admin
- Junk Email [41]
- Backup Reports 1073
To-Do Bar

For those of you who have already completed this survey – thank you. For those who haven’t, this is a reminder to please complete this survey. No personal information is being collected and all responses will be kept confidential.

In an effort to have more comprehensive mental health supports for our students and our campus community, we are conducting an environmental scan of the existing mental health initiatives and services at the University of Windsor. Dr. Mohan Bag (Director of the Student Counselling Centre) and Anne Muller (Accessibility and Human Rights Manager) will be collecting and analyzing your answers to this survey information to identify what we are doing well and where gaps still remain with regards to mental health support for our students. Results of this survey will be shared in an open meeting in the upcoming semester for all interested faculty, staff, and students.

The survey can be accessed at: http://uwindsor.fluidsurveys.com/s/mental-health-survey/
To-Do / Tasks

• Can create to-do tasks from scratch, or from an e-mail
• Set due date, track progress
• Send status updates to others
• Assign to-do's/tasks to others
To-Do / Tasks

- April 3 - 9, 2016
- Detroit, Michigan
- Invitation: CRAIG
- Importing/Synchronizing University Compute: Bodek Frak
- Outlook / Office 365 Training (10:00)
- Office 365 Presentation
Quick Steps

Please see the following e-mail I received:

From:     Craig.Brown@uwindsor.ca
To:       HELPDesk
Cc:       
Bcc:      
Subject:  FW: Noah Screenshots

Noah Screenshots (64 KB)

[Image of University of Windsor logo]

---

From: OHREA  
To: All Faculty and Staff
Sent: October 19, 2013 12:39 AM
Subject: Reminder to Complete Mental Health Survey

For those of you who have already completed this survey—thank you. For those who haven’t, I encourage you to do so. No personal information is being collected and all responses will be kept confidential.

In an effort to have more comprehensive mental health supports for our students and our campus community, we are conducting a mental health survey at the University of Windsor’s Counselling Centre and Anne Mullin (Associate Dean of Student Life) and I will be sharing the results of this survey with the campus community. It will help us to identify what we are doing well and where gaps still remain with regards to mental health support services.
Quick Steps

Example:
- Reply to Microsoft support
- Click quick step, it will open up
A reply and once sent, move the
Original message to a folder
Mail Rules

Account Information

Account Settings
Change settings for this account or set up new connections.

Rules and Alerts
Use rules and alerts to help organize your inbox by moving messages based on specified criteria.

Mailbox Settings
Manage the size of your mailbox by emptying deleted items, moving items, or compacting the database.

Manage COM Add-ins
Manage COM add-ins that are affecting your email operations.

Mailbox sizes:

- 46.9 GB free of 49.5 GB

Image of Rules Wizard:
- Stay Organized
  - Move messages from someone to a folder
  - Flag messages from someone for follow-up
  - Move RSS items from a specific RSS Feed to a folder

- Stay Up to Date
  - Display mail from someone in the New Item Alert Window
  - Send an alert to my mobile device when I get messages from someone

Example: Move mail from my manager to my High Importance folder.
Mail Rules
Multiple Personal Calendars
Multiple Personal Calendars

- Free-time lookups view primary calendar
- Use secondary calendars for:
  - Birthdays
  - Sports schedules
- It is possible to share secondary calendars as well
University Dates Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>October 9</td>
<td>Reading Week (Oct 8-16), except Education and 1</td>
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<tr>
<td>10</td>
<td>Thanksgiving Day</td>
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<td>11</td>
<td>Práctico Year 1</td>
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<tr>
<td></td>
<td>Consecutive Education (Oct 8-12)</td>
</tr>
<tr>
<td></td>
<td>Reading Week (Oct 8-16), except Education and 1</td>
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<tr>
<td>12</td>
<td>Make up date for Year 2</td>
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<td>14</td>
<td>Fall Convocation</td>
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<tr>
<td>15</td>
<td>Reading Week (Oct 8-16), except Education and 1</td>
</tr>
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</table>

https://uwindsor.teamdynamix.com/TDClient/KB/ArticleDet?ID=15889
OWA - Calendars
Sharing Your Calendar

• Easiest way to share your calendar is through the web interface – it does all the work for you

• Multiple levels of access – limited details, full details, ability to edit, or full delegation

• A delegate to your calendar can accept/decline meetings on your behalf
Sharing Your Calendar
Sharing Your Calendar

- Craig Brown
- Craig.Brown@uwindsor.ca
- I'd like to share my calendar with you
- Calendar
- Full details
- Availability only
- Limited details
- Editor
- Delegate
Sharing Your Calendar

John Testerski

Hi Craig, I'd like to share my calendar with you!

To: Craig Brown

John Testerski (tester1@uwindsor.ca) has invited you to view his or her Calendar. Click the Open button above.
Accessing Another Calendar
Rooms

• Rooms you have permission to view show up under “My Calendars”
• Selected rooms will be indicated by colour
Rooms

• Only those that have permission to view a room can see booking details – everyone else sees free/busy only
• Rooms can be setup to restrict booking to certain individuals, others can be declined or sent to the room owner for approval
Booking a Room

• You can book a room directly on the room calendar, or through the meeting interface

• Booking through the meeting interface allows you to use the scheduling assistant
Room Finder

Let's get together at 10:00 AM to discuss the upcoming project.
Scheduling a Meeting

• Scheduling a meeting in Outlook is similar to Notes
• Enter invitees (no FYI available)
• “Optional” is available, however it isn’t obvious to recipient
• If you don’t want responses, turn off under “response options”
Scheduling a Meeting

You haven't sent this meeting invitation yet.

From: Craig.Brown@uwindsor.ca

Subject:

Location:

Start time: Tue 2015-10-20 11:00 PM

End time: Tue 2015-10-20 11:30 PM
Scheduling Assistant

• Scheduling assistant allows you to add a number of people to find the best time when everyone is available
• Can add rooms with the room finder as well
• Reduce the amount of time to spend trying to book meetings
• Outlook will display people’s free/busy time – but not details unless granted
Scheduling Assistant
Find Time

• Doodle-like meeting poll integrated with 365
• Allows you send out a list of potential meeting times
• Recipients vote on the time that works for them
• Can automatically schedule (if selected)
• Available at findtime.microsoft.com
FindTime

Quickly find times that work for you and all your attendees.

Attendees see a visual summary of voting to date, helping them make the best choice.

Attendees receive an email and can vote on their preferred times.
Find Time

RE: Testing 365 group attachment

- Organized by: Craig Brown
- Duration: 30 minutes
- Location: Online Meeting
- Attendees: 2 (2 required)
- You are: Required

Vote on your preferred times, Bodek

- October 3
  - 3:30 PM: Prefer Yes
  - 4:30 PM: Prefer Yes

How others voted:
- Craig

Don't like any of these times? Add an option

Submit
Re-Occuring Meetings

• Unlike Lotus Notes, custom meeting dates are NOT supported in Outlook

• Repeating meetings must follow some sort of pattern
Accepting Meetings

• The Outlook meeting accept/decline feature has a number of options:

- Accept
- Tentative
- Decline
- Propose New Time
- Calendar

Required: Craig Brown

Please respond.

When: October 30, 2015 9:30 AM-11:00 AM
Location: 10

Project Kick-Off Meeting
John Testerski
Accepting Meetings

- Send Response Now – sends acceptance/decline back to organizer
- Edit response – allows you accept/decline with a message
- Do not send a response – allows you to accept or decline the invite without sending any indication at all!
### Accepting Meetings

#### Accepted with “Send the response now”:

<table>
<thead>
<tr>
<th>Name</th>
<th>Attendance</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Doe</td>
<td>Meeting Organizer</td>
<td>Accepted</td>
</tr>
<tr>
<td>John Doe</td>
<td>Required Attendee</td>
<td>Accepted</td>
</tr>
</tbody>
</table>

Click here to add a name.

#### Accepted with “Do not Send Response”:

<table>
<thead>
<tr>
<th>Name</th>
<th>Attendance</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greg Brown</td>
<td>Meeting Organizer</td>
<td>None</td>
</tr>
<tr>
<td>John Doe</td>
<td>Required Attendee</td>
<td>None</td>
</tr>
</tbody>
</table>

Click here to add a name.
Outlook on the Web - Sweep
Automatic Replies

Account Information

Automatic Replies (Out of Office)
Use automatic replies to notify others that you are out of the office and not available to respond to e-mail messages.

Mailbox Cleanup
Manage the size of your mailbox by emptying Deleted Items.

Rules and Alerts
Use Rules and Alerts to help organize your incoming and outgoing e-mail messages when items are added, changed, or removed.

Inside My Organization
Outside My Organization (Off)

Hello, I am out of the office until Tuesday, September 8. During this time I will not have access to e-mail. Please direct all inquiries to helpdesk@uwindsor.ca or call 519-253-3000 Ext. 4440. I will respond to your e-mail upon my return.
Regards, Craig
Outlook on the Web – Automatic Replies
Message Policies

• Messages older than 2 years will be moved to your archive
• If you had an archive in Lotus Notes, it will show in 365 with the migrated contents
• You can manually move messages from your mailbox to your archive (quick step!)
• Assign a policy to a message to have it archived or deleted
Message Policies
Name Lookup

- Outlook for Windows does not look up names automatically. Must use “Check Names” button or “Control+K” to force a lookup from the directory.
# Address Book

![Address Book Window](image)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Business Phone</th>
<th>Department</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Barbein</td>
<td>Undergrad Student</td>
<td>+1 519 253 3000</td>
<td></td>
<td><a href="mailto:barbein1@uwindsor.ca">barbein1@uwindsor.ca</a></td>
</tr>
<tr>
<td>David Basilious</td>
<td>Undergrad Student</td>
<td>+1 519 253 3000</td>
<td></td>
<td><a href="mailto:basilious@uwindsor.ca">basilious@uwindsor.ca</a></td>
</tr>
<tr>
<td>David Bezarevic</td>
<td>Undergrad Student</td>
<td>+1 519 253 3000</td>
<td></td>
<td><a href="mailto:bezarevic@uwindsor.ca">bezarevic@uwindsor.ca</a></td>
</tr>
<tr>
<td>David Boakye Sarpong</td>
<td>Undergrad Student</td>
<td>+1 519 253 3000</td>
<td></td>
<td><a href="mailto:boakyes@uwindsor.ca">boakyes@uwindsor.ca</a></td>
</tr>
<tr>
<td>David Bramton</td>
<td>Undergrad Student</td>
<td>+1 519 253 3000</td>
<td></td>
<td><a href="mailto:bramton@uwindsor.ca">bramton@uwindsor.ca</a></td>
</tr>
<tr>
<td>David Brooks</td>
<td>Undergrad Student</td>
<td>+1 519 253 3000</td>
<td></td>
<td><a href="mailto:brooks@uwindsor.ca">brooks@uwindsor.ca</a></td>
</tr>
<tr>
<td>David Brown</td>
<td>Undergrad Student</td>
<td>+1 519 253 3000</td>
<td></td>
<td><a href="mailto:brown@uwindsor.ca">brown@uwindsor.ca</a></td>
</tr>
<tr>
<td>David Bruce</td>
<td>Executive Director, P.</td>
<td>+1 519 253 3000</td>
<td></td>
<td><a href="mailto:Bruce@uwindsor.ca">Bruce@uwindsor.ca</a></td>
</tr>
<tr>
<td>David Butcher</td>
<td>Undergrad Student</td>
<td>+1 519 253 3000</td>
<td></td>
<td><a href="mailto:butcher@uwindsor.ca">butcher@uwindsor.ca</a></td>
</tr>
<tr>
<td>David Cadi</td>
<td>Undergrad Student</td>
<td>+1 519 253 3000</td>
<td></td>
<td><a href="mailto:cadi@uwindsor.ca">cadi@uwindsor.ca</a></td>
</tr>
<tr>
<td>David Carr</td>
<td>Undergrad Student</td>
<td>+1 519 253 3000</td>
<td></td>
<td><a href="mailto:carr@uwindsor.ca">carr@uwindsor.ca</a></td>
</tr>
<tr>
<td>David Coscarella</td>
<td>Grad Student</td>
<td>+1 519 253 3000</td>
<td></td>
<td><a href="mailto:coscarella@uwindsor.ca">coscarella@uwindsor.ca</a></td>
</tr>
<tr>
<td>David Cotter</td>
<td>Undergrad Student</td>
<td>+1 519 253 3000</td>
<td></td>
<td><a href="mailto:cotter@uwindsor.ca">cotter@uwindsor.ca</a></td>
</tr>
<tr>
<td>David Court</td>
<td>Scenic Designer/Scn.</td>
<td>+1 519 253 3000</td>
<td>School of Drama...</td>
<td><a href="mailto:court@uwindsor.ca">court@uwindsor.ca</a></td>
</tr>
<tr>
<td>David Cracknell</td>
<td>Undergrad Student</td>
<td>+1 519 253 3000</td>
<td></td>
<td><a href="mailto:cracknell@uwindsor.ca">cracknell@uwindsor.ca</a></td>
</tr>
<tr>
<td>David Dalby</td>
<td>Undergrad Student</td>
<td>+1 519 253 3000</td>
<td></td>
<td><a href="mailto:dalby@uwindsor.ca">dalby@uwindsor.ca</a></td>
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<tr>
<td>David Demp-Le</td>
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<td>+1 519 253 3000</td>
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<td><a href="mailto:demp-le@uwindsor.ca">demp-le@uwindsor.ca</a></td>
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<tr>
<td>David Delan</td>
<td>Undergrad Student</td>
<td>+1 519 253 3000</td>
<td></td>
<td><a href="mailto:delan@uwindsor.ca">delan@uwindsor.ca</a></td>
</tr>
<tr>
<td>David Deng</td>
<td>Undergrad Student</td>
<td>+1 519 253 3000</td>
<td></td>
<td><a href="mailto:deng@uwindsor.ca">deng@uwindsor.ca</a></td>
</tr>
<tr>
<td>David Dolen</td>
<td>Undergrad Student</td>
<td>+1 519 253 3000</td>
<td></td>
<td><a href="mailto:dolen@uwindsor.ca">dolen@uwindsor.ca</a></td>
</tr>
<tr>
<td>David Drummond</td>
<td>Grad Student</td>
<td>+1 519 253 3000</td>
<td></td>
<td><a href="mailto:drummond@uwindsor.ca">drummond@uwindsor.ca</a></td>
</tr>
<tr>
<td>David De Andreae Rosendo</td>
<td>Undergrad Student</td>
<td>+1 519 253 3000</td>
<td>Civil and Enviro...</td>
<td><a href="mailto:davidrosendo@uwindsor.ca">davidrosendo@uwindsor.ca</a></td>
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<tr>
<td>David E.</td>
<td>Grad Student</td>
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<td></td>
<td><a href="mailto:david.e@uwindsor.ca">david.e@uwindsor.ca</a></td>
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<td><a href="mailto:david.u@uwindsor.ca">david.u@uwindsor.ca</a></td>
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<tr>
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<td>David W.</td>
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<td></td>
<td><a href="mailto:david.z@uwindsor.ca">david.z@uwindsor.ca</a></td>
</tr>
</tbody>
</table>

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University of Windsor
Advanced Search
Distribution Lists

![Distribution Lists](image_url)
Excel to Distribution List
One Drive

• One Drive is cloud-based storage within Office 365, similar to Drop Box
• Work on files in the cloud, sync files locally, access on mobile devices and web browser
• Current 5TB limit
• Easy to share files and work collaboratively
365 Groups

- Similar to a Lotus Notes Team Room
- Area for group messages, a group calendar, One Note and group One Drive
- Great for storing and sharing files amongst a group
- Accessible through Outlook 2016, browser, mobile apps
Office Online

• Word, Excel, PowerPoint, One Note in a browser
• No need to install software on your computer
• Create, open, save files right from your One Drive
• Share files instead of sending as attachments
Outlook 2016 – One Drive & Groups Integration
Outlook 2016 – OneDrive integration
OneNote

- Digital Note taking stored in the cloud
- Available anywhere, anytime
- Think Notebook = Binder
  - Add pages, tabs, etc. to Notebook
  - Content can be rich – video, sound, web clips
  - Integration with Outlook
- Share Notebooks with people
- A 365 Group has its own notebook too
OneNote Online
OneNote with Office

Mail Routing /Connectors

Friday, January 22, 2016  10:43 AM

MX record points to Pure Message e-mail appliances, currently email1.uwindsor.ca, email2.uwindsor.ca, email3.uwindsor.ca.

E-mail appliances look at mail alias, and direct mail to either UwinSmall, Uwin365 or Notesmail. Diagram from Ramona:

University of Windsor - Inbound Email Flow

Office 365 has an inbound and outbound connectors:
Under Office 365 Administration > Exchange > Mail Flow > Connectors

Exchange admin center:
- rules
- message trace
- accepted domains
- remote domains
- connectors
OneNote – Meeting Notes
Forms & Workflow (Sharepoint) Project Team Meeting - 2016-10-12

Meeting Date: 2016-10-12 2:30 PM
Location: University Computer Centre - 205 Main Meeting Room (I.T. Services)
Link to Outlook Item: click here
Invitation Message (Expand)
Participants (Collapse)
- Jurek Frak (Meeting Organizer)
- Craig Brown (Declined in Outlook)
- Steve Banyai
- Susan Holiga
- Trent Goethan
- Christopher Ribbie
- Marlene Kemski

Notes
OneNote – Send for Review

Hi everyone, please see the meeting notes below and modify if necessary.

Link to meeting notes: [Forms & Workflow (Sharepoint) Project Team Meeting - 2016-10-12](#)

Meeting Date: 2016-10-12 2:30 PM
Location: University Computer Centre - 205 Main Meeting Room (I.T. Services)
Link to Outlook Item: [click here](#)

Invitation Message

- Godofr Frak (Meeting Organizer)
- Craig Brown (Declined in Outlook)
- Steve Banyal
- Susan Hodge
- Trent Goethwyn
- Christopher RB
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Notes
OneNote - Clipper
One Note – Capture Tools

- Easily take a screenshot
- Send a document to OneNote
- Internet Explorer clipper – sends webpages to a One Note page
OneNote - Clipper

Create a new notebook - OneNote

Monday, October 3, 2016 3:31 PM

Clipped from: https://support.office.com/en-us/article/Create-a-new-notebook-5db754d4-165d-4eb0-82a0-6e30ea13aa0a

When you first install and run OneNote, a notebook is created for you. You can create new notebooks any time—and you can have as many notebooks as you want.

1. Click File > New to display the New Notebook options.

![New Notebook](image)

2. Choose where you want the new notebook to be created (for example, OneDrive or Computer).

Notes: To create a notebook in SharePoint, see Create and share a notebook on a SharePoint site.

It's best to create your notebook on OneDrive or another shared location. When a notebook is in the cloud, it's still private (unless you choose to share it with others). The biggest benefit of storing your notebook in the cloud means you'll be able to get to it from your computer, smart phone, or any web-connected device—and it will always be up to date. If you've already created a notebook on your computer, you can move it to OneDrive.

3. Follow the prompts for the location you chose.

4. When the new notebook has been created, it will show up in your list of notebooks.
One Note – Sending Options

Send

Email Page
Include the contents of this page in the body of an email

Send as Attachment
Send a copy of this page as an email file attachment. Recipients can open the file in OneNote or view it in a browser.

Send as PDF
Send a copy of this page in email as a PDF attachment. Preserves layout, formatting, fonts, and images. Content can’t be easily changed.

Send to Word
Create a new Word document with the contents of this page.

Send to Blog
Create a new blog post with the contents of this page. Supported blogging sites include SharePoint Blog, WordPress, Blogger, and more.
Office Lens

• iOS / Android / Window phone app
• Turns your camera into a scanner
• Take pictures of whiteboards, business cards, documents
• Save to One Note, OneDrive, Word, PDF
• Automatically convert editable images, documents, contacts
• Text is OCR’d for searching
Office Lens - Whiteboard
Office Lens - Document
Office 365 – Skype for Business

- Instant Messaging
- Video / audio calls
- Online Meetings
- Integration with Outlook / Office 365
Skype for Business – PC Client

• Full featured client, installed with Office
• IM, video call, meeting host capability
• Need to start separately from Outlook
• Use your UwinID@uwindsor.ca and Uwin password to log in
• Integrates with Outlook
Skype for Business

Hi Bodek can you give me a status update on our One Drive roll out?

We are doing great so far, the pilot is wrapping up in the next week or so and we are going to move onto admin departments next.
Skype for Business
Skype for Business - Web

- Skype for Business IM and presence awareness is available in Outlook on the Web, Office Online
- Supports basic chat functionality only, no video or hosting meetings (yet)
Skype for Business - Web
Skype for Business - Mac

• Currently in Preview, not available to general public
• Lync for Mac will provide similar functionality
• Separate install from portal.office.com
Skype for Business - Mobile
Skype Online Meetings
Skype Online Meetings