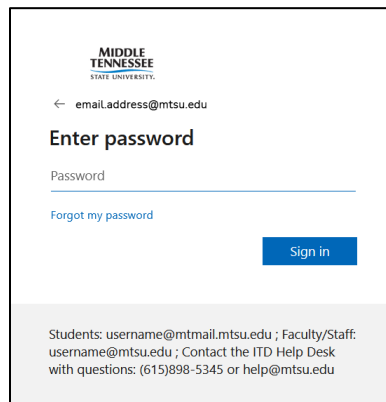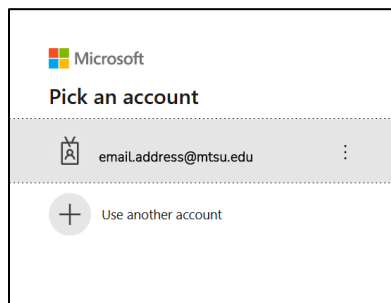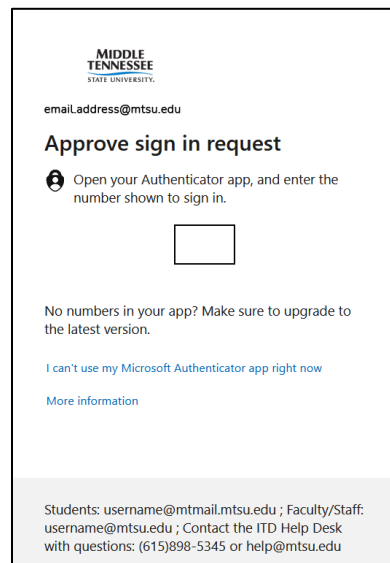# Creating and Sharing a OneNote Notebook

OneNote is an online note-taking system available through Microsoft 365. It allows you to create a notebook consisting of sections and pages, similar to a 3-ring binder. This handout covers steps for logging in to OneNote through MTSU's Microsoft 365 site and creating a basic Notebook.

## Accessing and Creating a OneNote Notebook

1.  Go to the **MTSU Microsoft 365 site:** [https://portal.office.com](https://portal.office.com)
2.  **Log in with your MTSU FSA username and password**.



3.  **Authenticate** as needed with the single sign-on process**.**

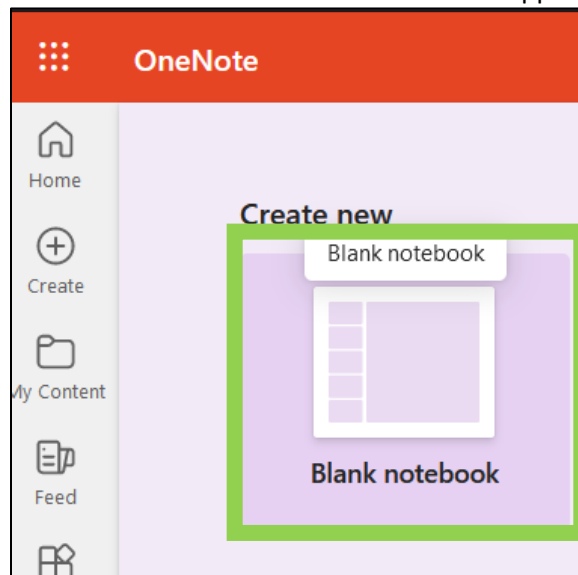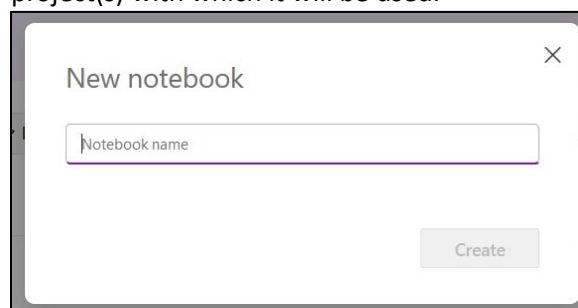4. **Access OneNote** by clicking the 9-square "waffle" icon in the upper left corner.
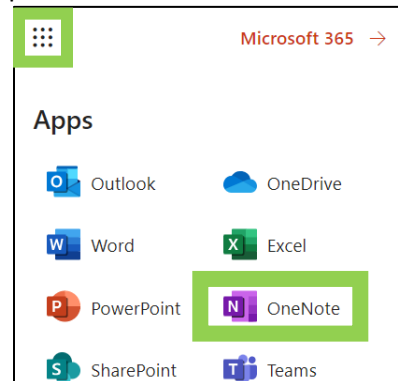


5. Click the **Blank Notebook** icon in the *Create New* section that appears.
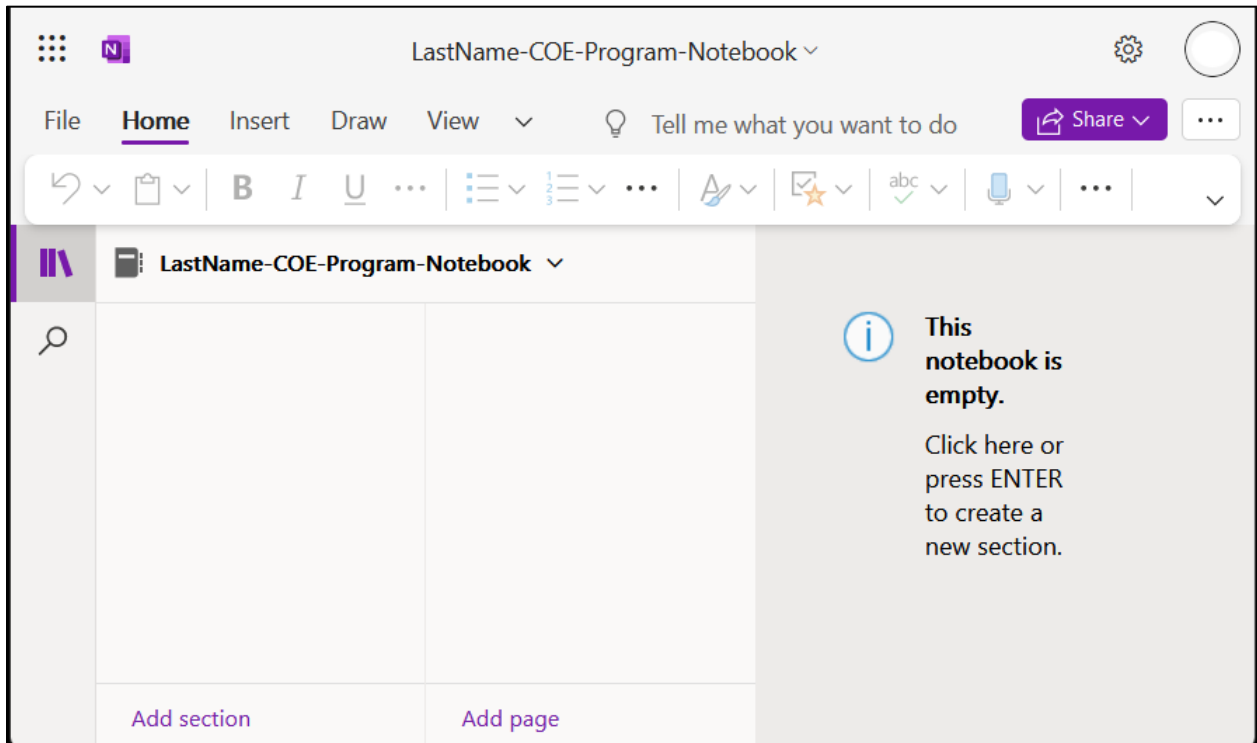


6. Give the notebook a name.  It is recommended you name the notebook something associated with the course(s) / project(s) with which it will be used.

# MTSU Online  Creating and Sharing a OneNote Notebook

7.  The homepage of the Notebook displays.



- Notebooks can contain *Sections* and then *Pages* within those sections.
- Sections serve as "tabs" to help organize the content.
- Pages are notebook pages that function like word processing documents or web pages. This is where you can record your notes in text, image, video, audio, or any / all of those formats. Hyperlinks to web pages and drawings can also be inserted.

8.  Create a Section by clicking the **Add Section** link in the lower left corner.
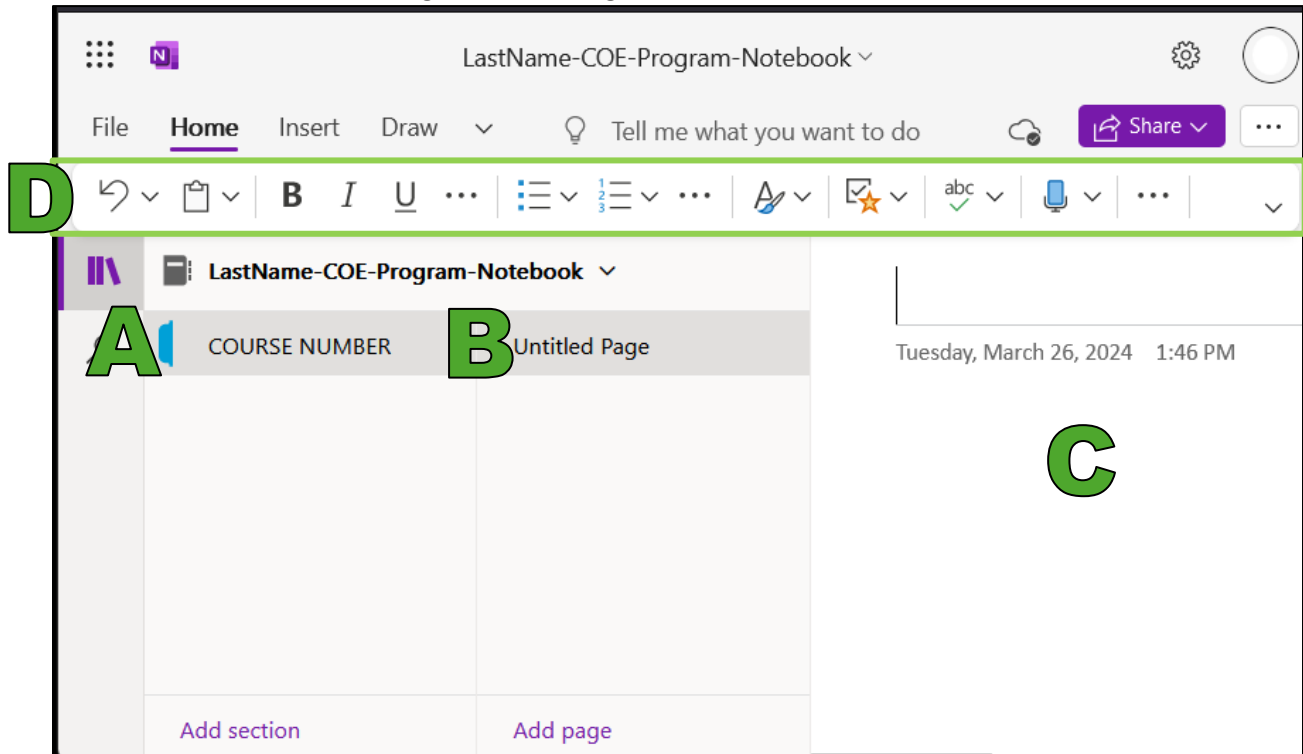


- Consider naming your sections after the courses or elements of the project for which the OneNote notebook is being used.

9.  Click the *Add page* link in the center to add a page to that section.

10. Note the display of the elements on the OneNote page.
    A. Section
    B. Page
    C. Notes space
    D. Toolbar for inserting and formatting.



11. Give the *Page* a title by clicking on the line on the right-hand side of the screen, where the title of the notes would appear.
    - Consider naming the page after specific topics or activities so that it is easily identifiable to you and any others with whom you will share your notebook.

12. Add notes to the body of the page, using the tool bar to format text or insert images, videos, audio, etc.
    - The system is set to automatically save pages as you are composing.

13. Pages and sections can be rearranged by clicking and dragging these items in the left-hand portion of the window. (Click and drag the section tab or click and drag a page by clicking on the page title in the second column.)
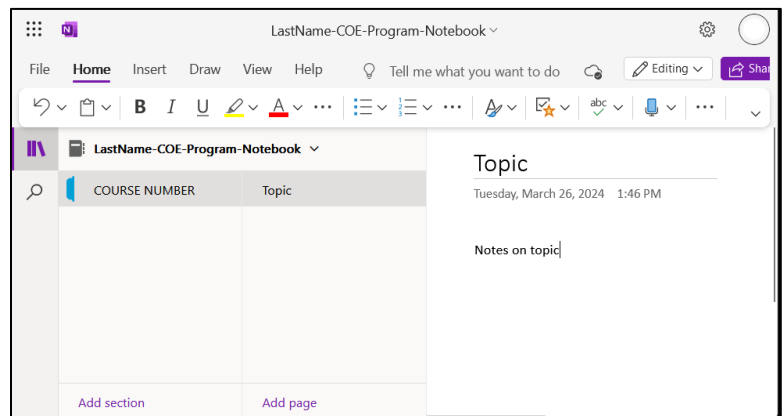
# MTSU Online — Creating and Sharing a OneNote Notebook

## Sharing a OneNote Notebook

1. Click the **Share** drop-down menu button in the upper right corner.

2. Select **Copy Link to Notebook.**
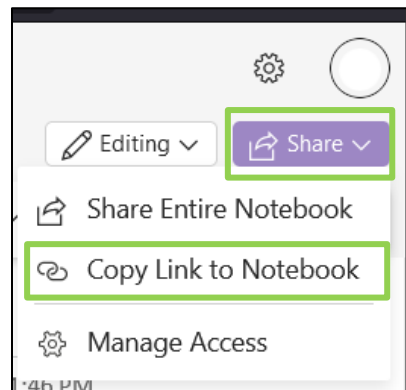


3. Click the *gear icon* next to the word **Settings** to change the sharing parameters so that the notebook is accessible for viewing but not editing to others within the university.



4. By default, OneNote notebooks are set to be shared with *Anyone* and allowing others to have editing rights.  **CHANGE THIS.**

   Check the button next to **People in Middle Tennessee State University** and change the Can Edit drop-down under the *More Settings* section to **Can View.**  Click **Apply** when done.
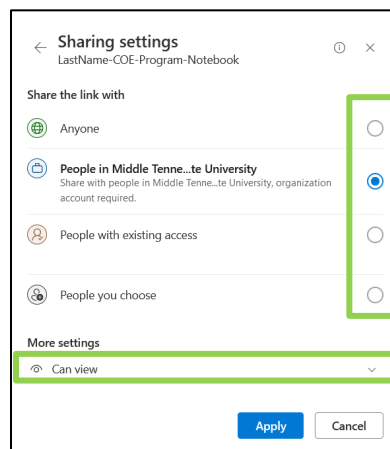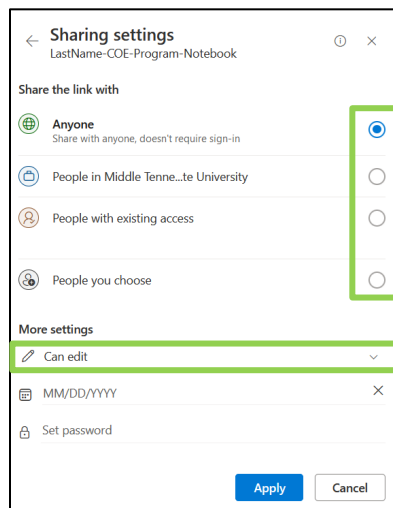


5. The Link is now copied to your computer's clipboard and can be pasted into D2L or email to share it with others.