## What is OneNote?

OneNote is your digital notebook for capturing and organizing everything across your devices. Jot down your ideas, keep track of meeting notes, clip from the web, or make a to do list, as well as draw and sketch your ideas[1].

The OneNote application is organized around the concepts of notebooks, sections and pages. Just like a physical notebook, each OneNote notebook has tabbed dividers that split it into sections, and within each section you can have hundreds of pages. However, a page in OneNote can hold much more data than a physical page and can stretch over several screens.

You can collaborate and share your notes with other users.

### Personal Notebooks

All employees have their own Notebook that is only shared if they choose to share portions of it. This Notebook is associated with your uOttawa email and Microsoft 365 account. Your personal Notebooks are saved to your OneDrive-uOttawa. Read the best practice on *Using OneDrive* for more information.

### Shared Notebooks

You can also create shared Notebooks. Each team in the Teams application has a shared notebook by default. All members of the team can view and modify this shared Notebook. Read the best practice on *Using Teams* for more information.

## How do I access OneNote?

### Microsoft 365 online

You can access OneNote through your Microsoft 365 account online.
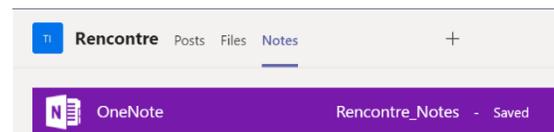
### On your computer

You can open the desktop application and use OneNote directly on your computer.

### In Teams

You can also access shared Notebooks through Teams. Select a team and choose the "Notes" tab in the top navigation bar.

You can also access all your Notebooks by selecting the "…" more options button on the left-hand navigation page and choosing the OneNote application.

Learn more about how to use OneNote here.

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[1] https://www.microsoft.com/en-us/p/onenote/9wzdncrfhvjl?activetab=pivot:overviewtab

## Things to keep in mind when using OneNote

Notebooks created by University employees in the course of their work are considered university information to the same extent as information in other media such as emails. Employees are responsible for the information that they create or share with One Note.

Appropriate use

- OneNote is not meant to be used as an official information management system.
- It is not a document repository.
- It is meant for informal, but business appropriate notes.
- It is meant for working or reference documents.
- Notebooks are transitory. For more information, please consult the *What can I delete best practice*.

## Access to information and protection of privacy

The *Freedom of Information and Protection of Privacy Act* (FIPPA) applies to One Note and employees must search all information under their control, including notes created or shared. Once an access to information request is received, it is a criminal offence to delete or alter notes. Contact aipo@uottawa.ca  if you have any questions.

The same applies to information identified or affected by a legal proceeding.