



Microsoft OneNote and Lync

Have you ever been annoyed about how unorganized a paper notebook is when you try to find something later on? OneNote is an electronic notebook. If you have a tablet or a notebook with a touchscreen you can even capture handwritten notes. With the powerful search function you can find your information even after months.

Electronic notes can be easily maintained with mobile devices. Additionally, notes may be synchronized so that you can have access to your notes, anywhere at anytime.

Did you know that you can save a lot of time and money using MS Lync? You can share program, files, or even your entire desktop, and enable other people access to your screen. Using Lync, you can collaborate instantly. For example you can work together on a document or you can even do training over the network. This helps you save on travelling expenses.

Course objective: You learn how to organize your notes with OneNote and how to save on travel expenses with Lync

Prerequisites: Good Microsoft Office knowledge

Length: 3 hours

Topics:

- Create a notebook
 - For yourself or your team
 - On OneDrive or SharePoint
- General handling
 - Add text and pictures
 - Creating printscreens
 - Getting information from the Internet
- Searching Information
- Integration with Outlook
 - Send Information from Outlook to OneNote
 - Working with tasks
 - Connect contacts with OneNote
- Integration with other programs
- Synchronize your notebooks with tablets or smartphones
- Use OneNote in the team
- Introduction to Lync
 - Adding your favorite people
 - Organize favorites in groups
 - Reduce travel expenses with sharing your desktop