



# Session 12

## Tool Time Tuesday

Outlook Calendaring & OneNote





# Hello!



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## *Research Medical Library*

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## Skin Product Awareness

- ◎ Both of these website show ingredients in products and how your skin might react to those ingredients:
  - Skin Carisma [www.skincarisma.com/](http://www.skincarisma.com/)
  - COSDNA: <https://cosdna.com/eng/>
- ◎ Daily Med lists all ingredients in popular products:  
<https://dailymed.nlm.nih.gov/dailymed/>



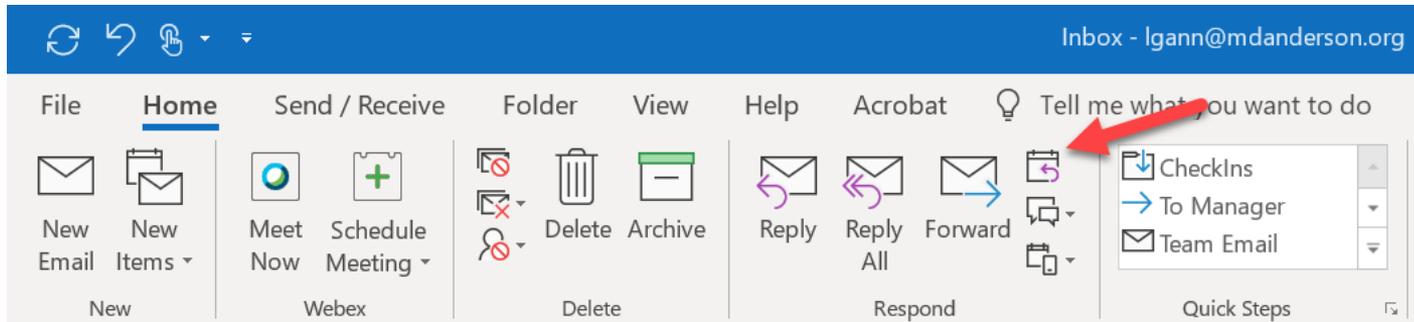
# Outlook Calendaring





## Scheduling in Outlook – So fast!

- Create an event from an email
  - Drag the email from your Inbox to your calendar icon in the bottom left-hand corner.
  - OR click on the calendar icon and an Outlook event will open up.
  - You can also IM or call the person directly with the icons below.





## Accepting an Outlook invite

- When you receive an Outlook invitation you have three options: Accept, Tentative or Decline.
- Your organizer can only see your answer if you choose “send a response”. This can be important for your organizer so they know who to expect.
- Note: You can select “tracking” under the invite, but the response will still not show unless the person chose to “send a response”.**

The screenshot shows the Microsoft Word ribbon with the 'Meeting Series' tab selected. The ribbon includes the following groups and options:

- File**: Save & Close, Delete, Actions
- Meeting Series**: Appointment, Scheduling Assistant, Tracking (with a dropdown arrow), Join Skype Meeting, Meeting Notes (highlighted with a red arrow), Meeting No...
- Insert**: (empty)
- Format Text**: (empty)
- Review**: (empty)
- Help**: (empty)
- Tell me what you want to do**: Accept, Tentative, Decline, Respond (with a dropdown arrow)
- Options**: Show As: Busy, Reminder: 15 minutes, Recurrence, Time Zones



## Send calendar

### ○ To share your availability

- Open a message. Insert → select the calendar icon → choose a time period and the amount of detail you wish to share.

Send a Calendar via Email

Specify the calendar information you want to include.

Calendar: **Calendar**

Date Range: **Today**  
Mon 6/15/2020

Detail: **Availability only**  
Time will be shown as "Free," "Busy," "Tentative," "Working Elsewhere," or "Out of Office"

Show time within my working hours only [Set working hours](#)

Advanced: **Show >>**

**OK** **Cancel**

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Gann.Laurissa B Calendar - Message (HTML)

File Message **Insert** Options Format Text Review Help Acrobat Tell me what you want to do

Attach Outlook Business Calendar Signature Table Document Pictures Online Shapes Icons 3D SmartArt Chart Screenshot Link Link Bookmark Text Box Quick Parts WordArt

To: \_\_\_\_\_

Cc: \_\_\_\_\_

Subject: Gann.Laurissa B Calendar

Attached: Gann.Laurissa B Calendarics 2 KB

Busy  Tentative  Free  
 Out of Office  Working Elsewhere  Outside of Working Hours

June 2020

**Tue, Jun 16**

Before 7:30 AM	Free
7:30 AM - 8:00 AM	Free
8:00 AM - 9:00 AM	Busy
9:00 AM - 10:00 AM	Free
10:00 AM - 10:30 AM	Busy
10:30 AM - 11:00 AM	Free
11:00 AM - 1:00 PM	Busy
1:00 PM - 1:15 PM	Free
1:15 PM - 2:30 PM	Busy



## Scheduling Assistant

- When scheduling a meeting, add attendees, and open the scheduling assistant
  - Look for “suggested times” to the right of the calendars.

The screenshot displays the Microsoft Meeting Scheduling Assistant interface. The main area is a calendar grid for Monday, June 22, 2020, and Tuesday, June 23, 2020. A vertical blue bar highlights a time slot on Tuesday, June 23, 2020, at 1:30 PM. A red arrow points to this bar. To the right of the calendar grid, a sidebar titled "Room Fin..." lists suggested meeting times. A red arrow points to the "1:30 PM - 3:00 PM" slot, which is marked with "2 conflicts: Gann,Laurissa B...".

Suggested times	Conflicts
7:30 AM - 9:00 AM	No conflicts
8:00 AM - 9:30 AM	No conflicts
8:30 AM - 10:00 AM	No conflicts
1:00 PM - 2:30 PM	No conflicts
9:00 AM - 10:30 AM	1 conflict: Gann,Laurissa B...
1:30 PM - 3:00 PM	2 conflicts: Gann,Laurissa B...
2:00 PM - 3:30 PM	2 conflicts: Gann,Laurissa B...
2:30 PM - 4:00 PM	2 conflicts: Gann,Laurissa B...
11:00 AM - 12:30 PM	3 conflicts: Gann,Laurissa B...
11:30 AM - 1:00 PM	



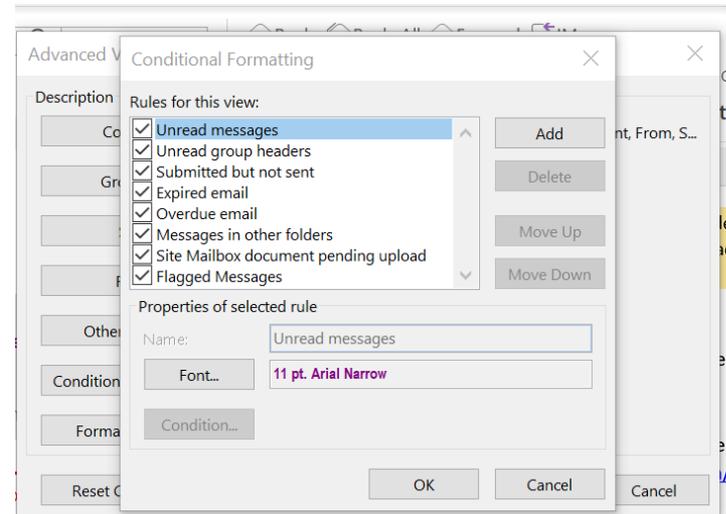
## Things to remember when scheduling

- ⦿ Consider travel/break time between meetings.
- ⦿ Keep your calendar up to date.
- ⦿ Add cushion to your calendar. Give yourself time in between. It's okay to schedule your lunch break.
- ⦿ Identify meetings as tentative to give more options to schedulers.



## Bonus Tip for Outlook

- Format or edit conditions for your emails. This will help your unread emails pop out.
  - Go to the “View” tab, select “View Settings”, “Conditional Formatting”.
  - Change the font, font color, style, size for emails.
  - Choose “Add” to add a new rule for things like flagged emails. Go to “More Choices” to select flagged emails.







## OneNote Basics

- Think about the structure you want to create before starting new notebooks. Each notebook contains sections (these are tabs or dividers), and pages.
  - You can rename your notebooks, sections or pages by right-clicking and selecting “rename”
- You can edit from Office.com or from the desktop app. When you are logged into Office.com, selecting “Open in app” allows you to open OneNote on your desktop.
- Drag and drop tabs to reorder them within a notebook.



## Share Notebooks

- Go to File → Share → choose your option
- Share with specific people, get a link or share with a meeting

Share Notebook

Education 2020  
OneDrive - mdanderson.org » Notebooks

Share

- Share with People
- Get a Sharing Link
- Share with Meeting
- Move Notebook

Share with People

Type a name or email address to invite someone

Immoore2@mdanderson.org

Can edit

Include a personal message with the invitation

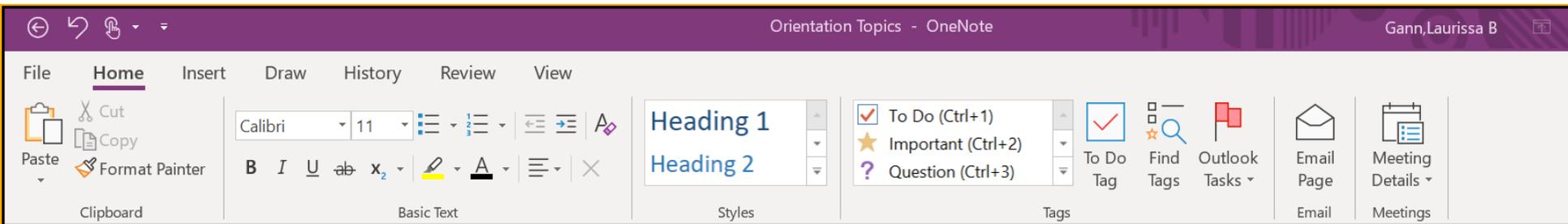
Require user to sign in before accessing document.

Share



## Home Tab - OneNote

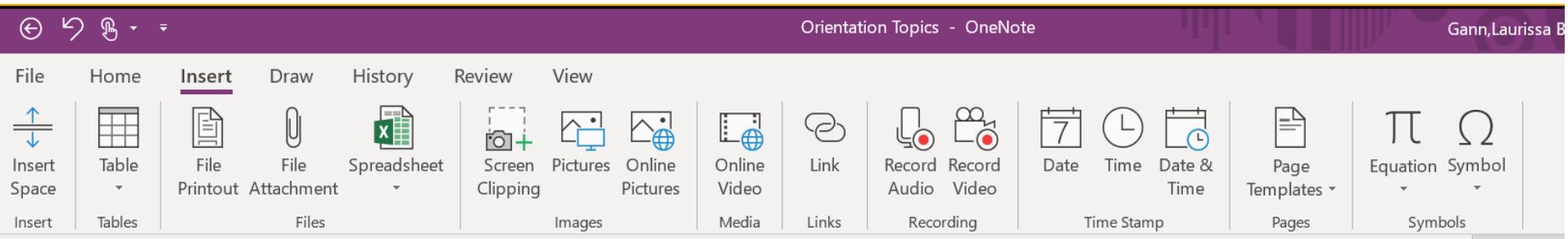
- Standard Word processing options.
- Tags:
  - Create a “To Do Tag” which is a checklist of items.
  - Add tags like “question”, “important”, etc so you can search these later.
- “Outlook Tasks” creates a task for your Outlook.
- “Email Page” emails the page of notes.
- “Meeting Details” copies meeting information like attendees, date, time onto your note.





## Insert Tab - OneNote

- Insert tables, file attachments, spreadsheets, pictures, screen grabs.
- Record audio, video.
- Use “Page Templates” to make your notes pretty.
- Link – you can link one note to another so you can open them quickly and simultaneously.





## History - OneNote

- Shows you “Recent Edits” and “Page Versions”





# Thanks!

*Any **questions** ?*

Ask the Research Medical Library

- RML-Help@mdanderson.org
- [www.mdanderson.org/library/](http://www.mdanderson.org/library/)
- Register for future Tool Time Tuesdays:  
<https://mdanderson.libcal.com/event/6632717>