

# Session 12

## Tool Time Tuesday

### Outlook Calendaring & OneNote



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#### Skin Product Awareness

- Both of these websites 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

- 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 a Calendar Invite

- When you receive an Outlook invitation you have three options: Accept, Tentative or Decline.
- Your organizer can only see your answer if choose “send a response”. This can be important for your organizer so they know who to expect.

#### 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.

#### Scheduling Assistant

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

#### 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

- 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.
- Syncs automatically from the desktop to the cloud

## Share Notebooks

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

## 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”