

THE UNIVERSITY OF TEXAS

MDAnderson Cancer Center

Making Cancer History®



Research Medical Library

Access. Answers. Expertise.

# Session 12

## Tool Time Tuesday

Outlook Calendaring & OneNote





# Hello!



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## ***Research Medical Library***

[www.mdanderson.org/library/](http://www.mdanderson.org/library/)

[RML-Help@mdanderson.org](mailto:RML-Help@mdanderson.org)



## 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/>

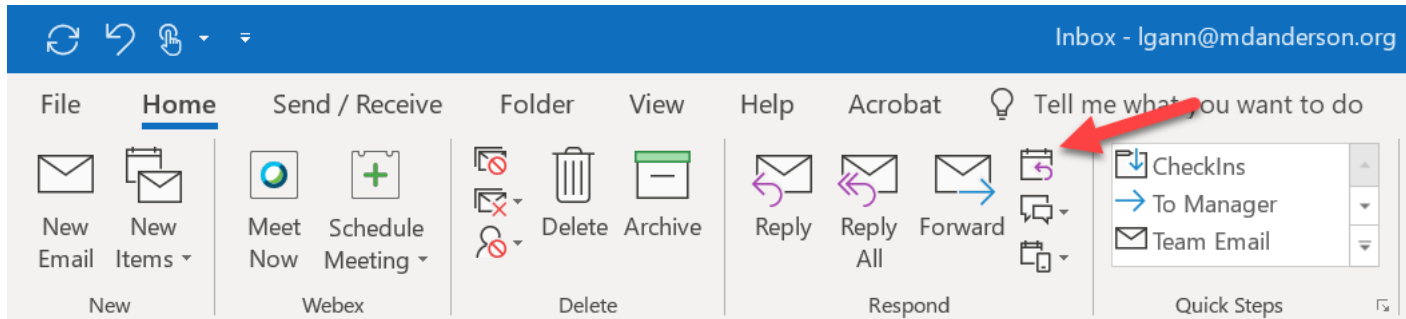
# Outlook Calendaring





## Scheduling in Outlook – So fast!

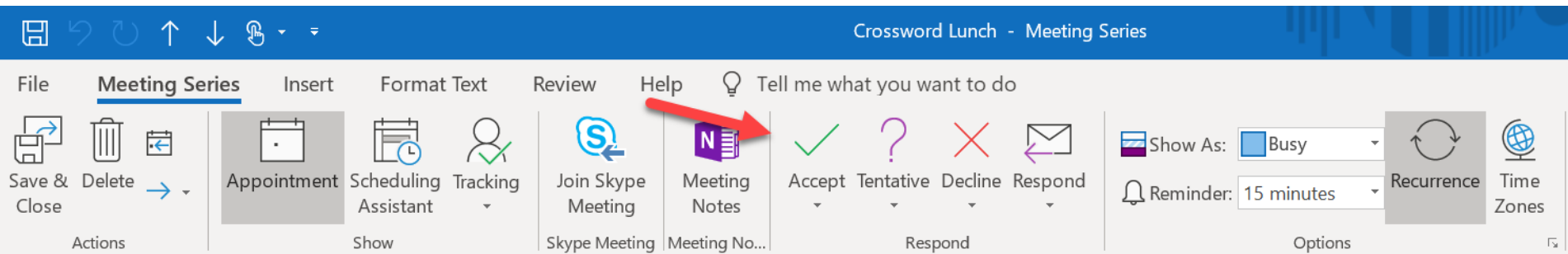
- Create an event from an email
  - Drag the email from your Inbox to your calendar icon in the bottom left-hand corner.
  - OR click on the calendar icon and an Outlook event will open up.
  - You can also IM or call the person directly with the icons below.





## 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 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”.**





## 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.

Untitled - 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

File Item Card Include Tables Tap Illustrations Link

To: Cc: Subject

**Laurissa Gann, MSLS, AHIP**  
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[Subscribe to NewsBytes](#) for the latest Library news.

**Education & Training**  
Collaborating to learn. Innovating to achieve excellence.

**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

GannLaurissa 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

File Item Card Include Tables Tap Illustrations Links Text

To: Cc: Subject

GannLaurissa B Calendar

Attached: GannLaurissa B Calendar.ics 2 KB

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

June 2020

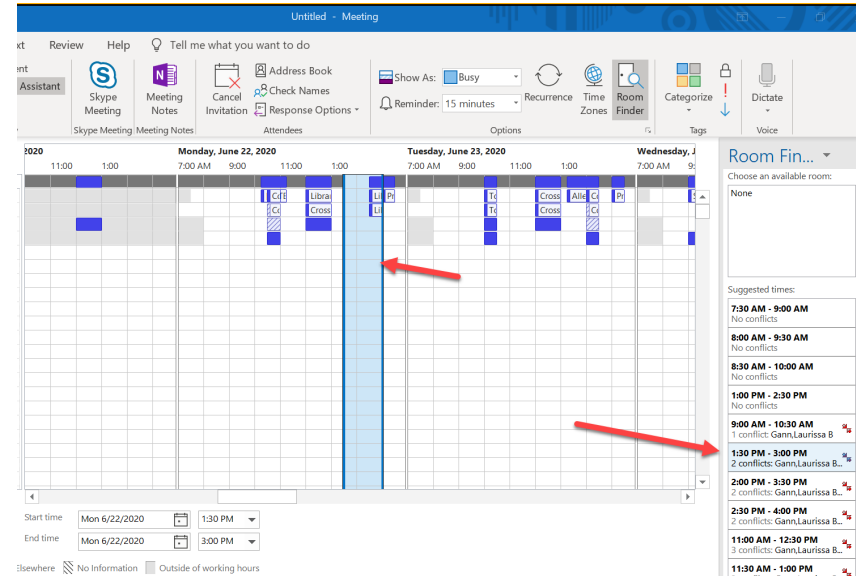
▲ Tue, Jun 16

Time	Status
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.







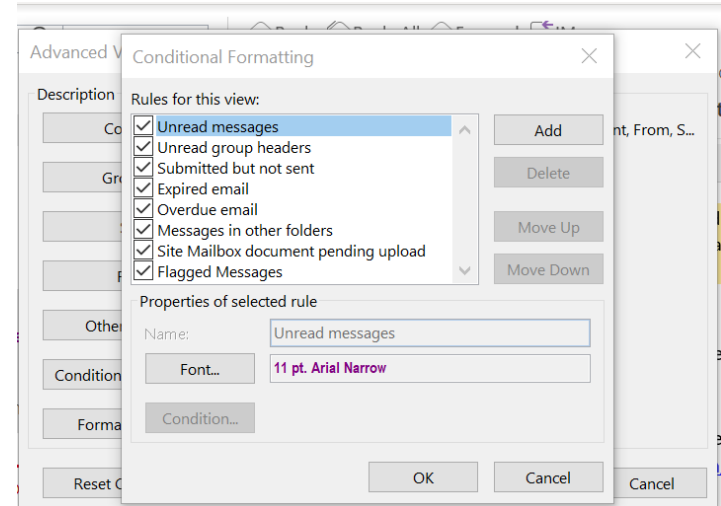
## Things to remember when scheduling

- 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.







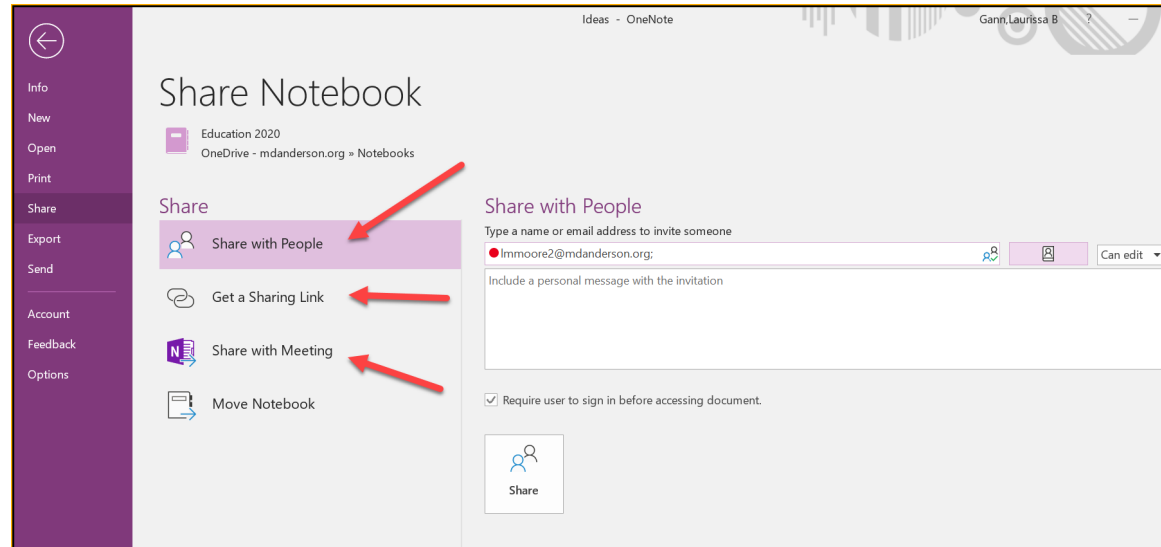
## OneNote Basics

- 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

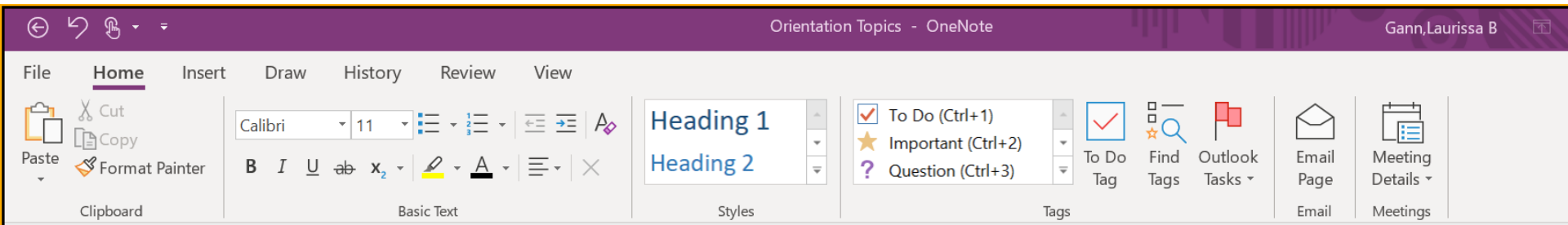
- Go to File → Share → choose your option
- Share with specific people, get a link or share with a meeting





## Home Tab - OneNote

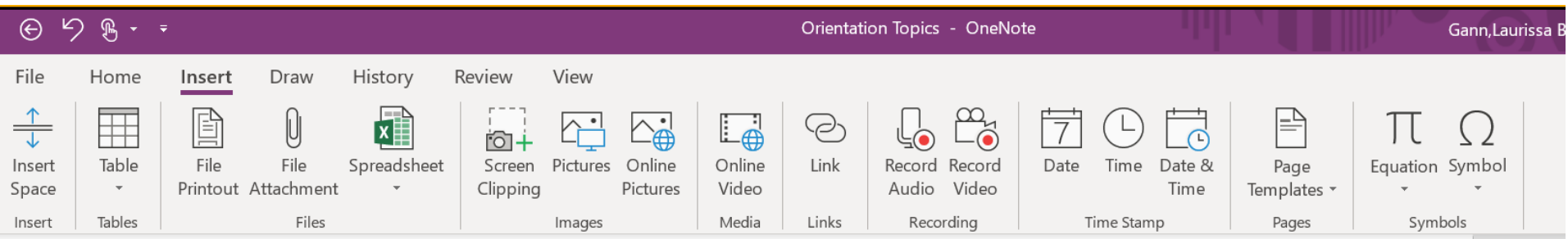
- Standard Word processing options.
- Tags:
  - Create a “To Do Tag” which is a checklist of items.
  - Add tags like “question”, “important”, etc so you can search these later.
- “Outlook Tasks” creates a task for your Outlook.
- “Email Page” emails the page of notes.
- “Meeting Details” copies meeting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





## Insert Tab - OneNote

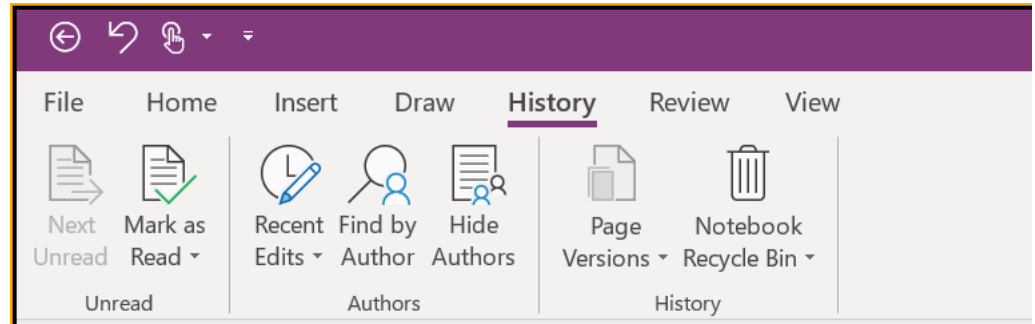
- Insert tables, file attachments, spreadsheets, pictures, screen grabs.
- Record audio, video.
- Use “Page Templates” to make your notes pretty.
- Link – you can link one note to another so you can open them quickly and simultaneously.





## 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>