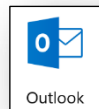


Sending Emails to OneNote App

These directions will allow you to send emails directly from Outlook into the OneNote App.

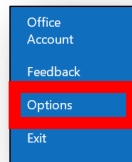
Adding the Send to OneNote Feature in Outlook

1. Open the **Outlook** app.

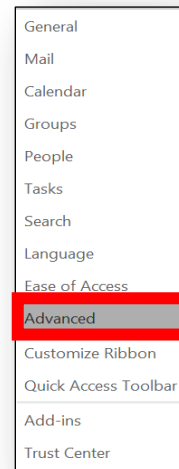


2. In the top left, click the **File** tab.

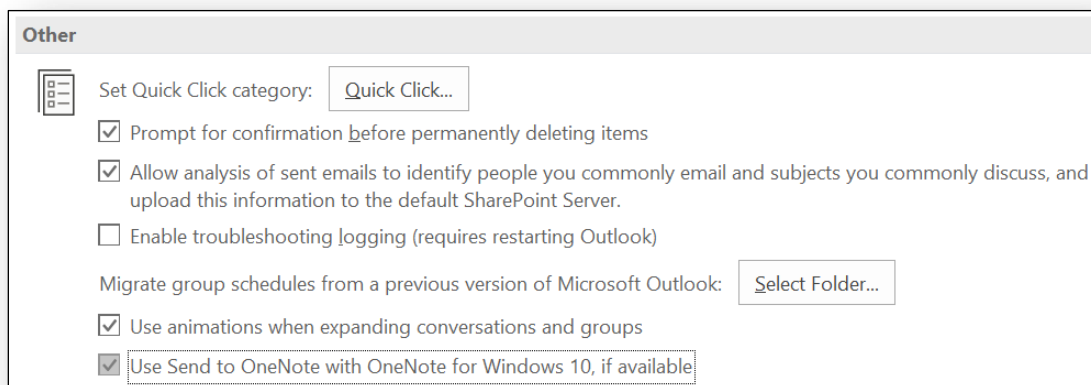
3. Scroll down and select **Options**.



4. Look on the left-hand side and select **Advanced**.



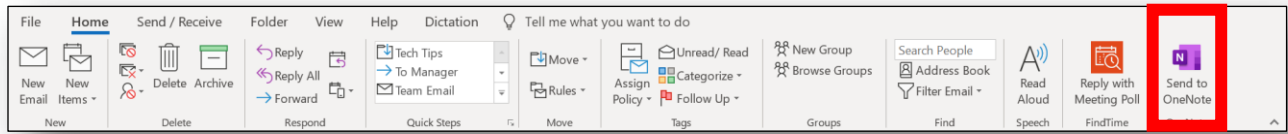
5. Scroll to the bottom and check the box **Use Send to OneNote with OneNote for Windows 10, if available**.



6. Click **OK**.

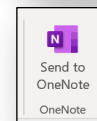


- The **Send to OneNote** feature will now appear in the **Home** tab of Outlook. It will be active when you have an email open.

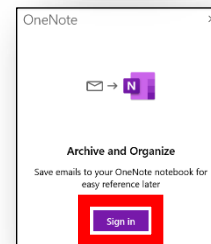


Using the Send to OneNote Tool

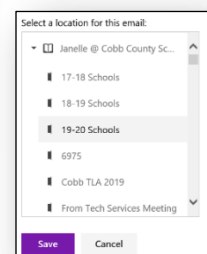
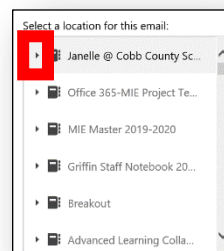
- When in the **Outlook** app, open an email you wish to send to OneNote.
- Click **Send to OneNote** in the Home menu.
- If prompted, follow the prompts to sign in to Office 365.



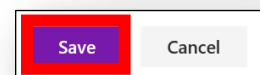
- Select the notebook you want the email to go to.



- Click on the **arrow** to expand the notebook to see the sections. Find the section you wish the email to go to.



- Click **Save**.



- The email will now be added as a new page in the Notebook and Section that you selected.