

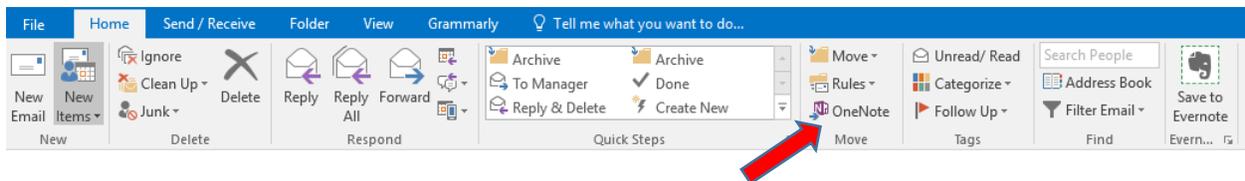
How to Send an Email from Outlook to OneNote

Step 1:

Open your Outlook program on your PC.

Note: The following applies to using the Outlook program on your PC, not the web-based version of Outlook. If you're using either the web-based version of Outlook or a Mac, you can forward your emails to OneNote but there isn't a "button" in those versions of Outlook to help you do that. You'll have to do a minor extra step to allow you to forward your email to OneNote (see the instructions at the following link: [Save Emails to OneNote](#)). When asked to enter an account name during this set-up process, use your full email address as the account name.

Select an email message and click on the icon in the Home toolbar called "OneNote"



(continue to next page...)

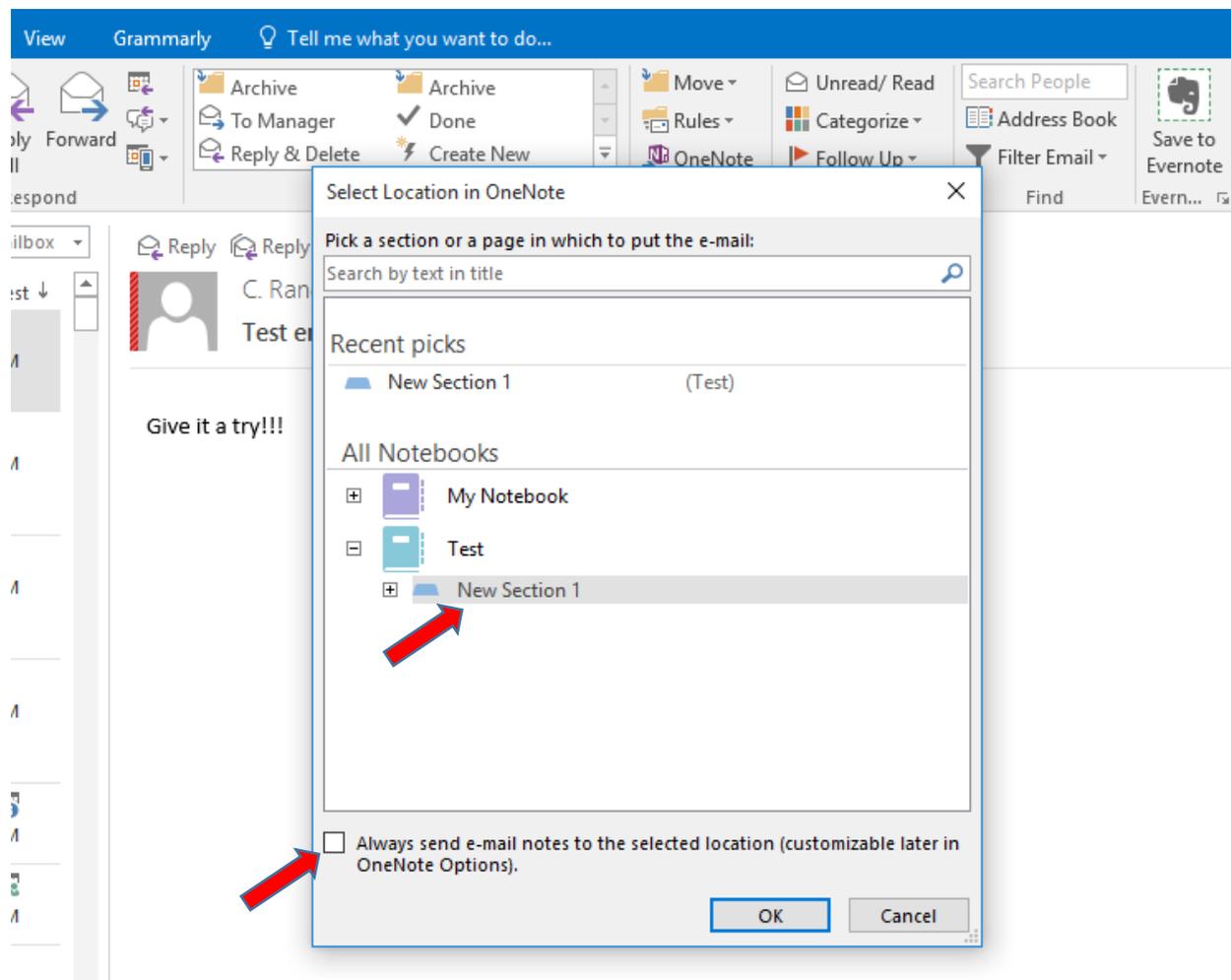
Step 2:

After clicking the “OneNote” icon, a box will open asking you to select a OneNote notebook section where you want the email to be sent.

For the purposes of this demo, I have created a notebook called “Test” which has just 1 Section (“New Section 1”) where I’ll send the email.

I recommend that you **open OneNote in advance**, create a notebook to receive your emails, naming it whatever you want (e.g., “Email Management”, “Inbox Detox”, etc.) and create a title for a Section (e.g., “Exported emails”)

Note: if you always want to send all of your emails to this specific Section of this notebook, check the box at the bottom of this window.



Step 3:

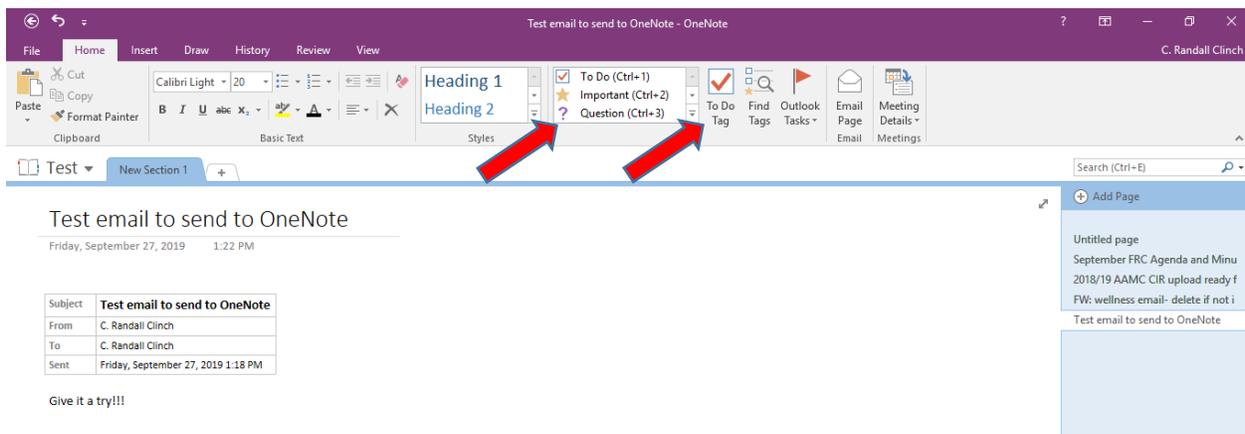
You'll then see your email exported to your OneNote notebook's section.

In the Home toolbar of OneNote, you have several options to "Tag" this exported email so that you can track and find it easily as your number of exported emails grows.

There's a big button to tag your exported email as a "To Do", and this places the tag wherever the cursor is in your note (the initial default position of the cursor is at the beginning of the email's subject title).

When you click the "To Do Tag" button, it places an un-checked To Do box wherever the cursor was at.

There are several other Tag options in the box to the left of the To Do Tag button. You can also customize tags to name them what you want.



Step 4:

There is also a “Find Tags” button to the right of the To Do Tag button. This opens a column to the far right on the page and displays your tagged exported emails in various ways. This demo displays some tagged exported emails that were grouped by the name of the tags.

You can quickly see the exported emails that I’ve tagged as “Critical”, as an “Idea”, as “Important”, and ones I’ve marked as “To Do’s”. If you only want to see those To Do items that have un-checked boxes, you can click the little box in that “Tags Summary” column just below the “Group tags by:” drop-down menu.

Note: the mobile version of OneNote (at least the iPhone version) does not have a way of searching for your tagged notes. The mobile versions of Evernote and Todoist do allow you to search your tags.

The screenshot displays the Microsoft OneNote interface. The ribbon at the top includes the 'Find Tags' button, which is highlighted with a red arrow. Below the ribbon, the 'Tags' section is visible, also with a red arrow pointing to it. On the right side, the 'Tags Summary' pane is open, showing a list of tagged items grouped by tag: Critical, Idea, Important, and To Do. The 'To Do' group contains two items, one of which is unchecked. A red arrow points to the 'Show only unchecked items' checkbox in the 'Tags Summary' pane. On the left side, the main content area shows an email preview for 'Test email to send to OneNote', with a red arrow pointing to the 'Test' button next to the title.

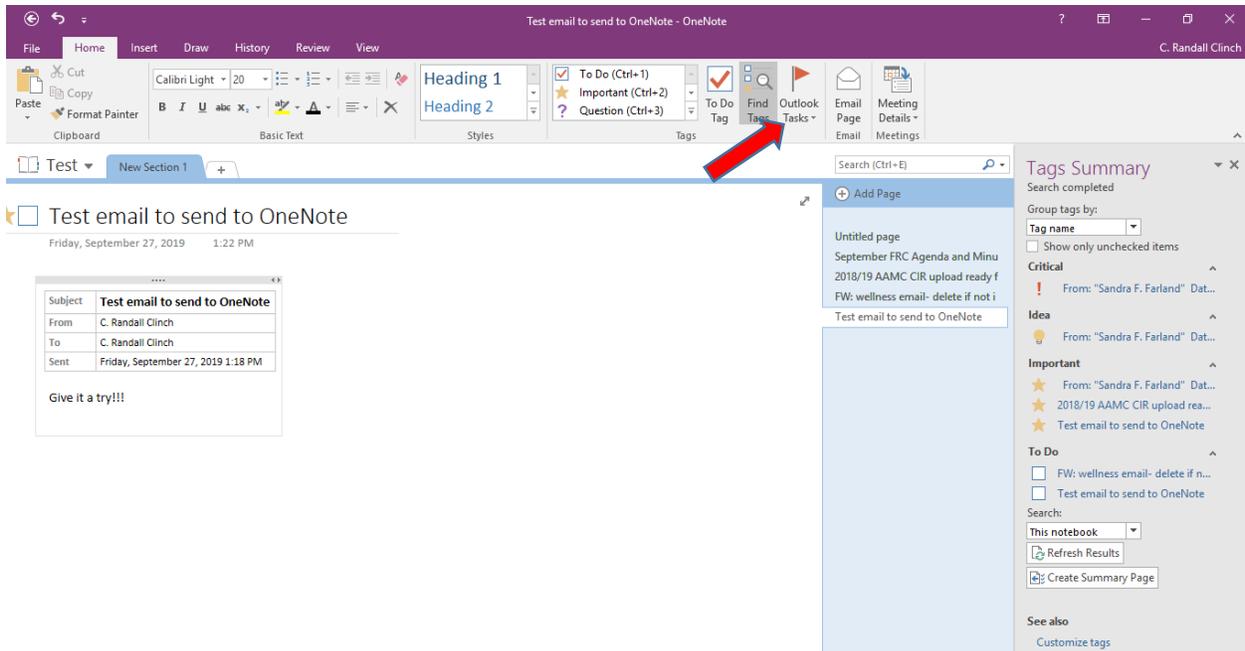
Subject	Test email to send to OneNote
From	C. Randall Clinch
To	C. Randall Clinch
Sent	Friday, September 27, 2019 1:18 PM

Give it a try!!!

Step 5:

There are ways to set reminders to yourself about your exported emails that you've made into prioritized To Do's. This involves a few more steps and it involves using the "Outlook Tasks" button. Since delving into the specifics of how to do this is beyond this little demo, I've [included a link here](#) that can walk you through how to do this.

Setting reminders to yourself is easy to do with either Evernote or Todoist.



The screenshot shows the Microsoft OneNote application window. The title bar reads "Test email to send to OneNote - OneNote" and the user name "C. Randall Clinch" is visible in the top right. The ribbon includes "File", "Home", "Insert", "Draw", "History", "Review", and "View". The "Home" ribbon is active, showing options for "Clipboard", "Basic Text", "Styles", "Tags", and "Outlook Tasks". A red arrow points to the "Outlook Tasks" button in the "Tags" group. The main content area displays a note titled "Test email to send to OneNote" with a date and time stamp of "Friday, September 27, 2019 1:22 PM". The note content includes a table with email details and the text "Give it a try!!!".

Subject	Test email to send to OneNote
From	C. Randall Clinch
To	C. Randall Clinch
Sent	Friday, September 27, 2019 1:18 PM

Give it a try!!!

On the right side, the "Tags Summary" pane is visible, showing a search completed and a list of tags including "Critical", "Idea", "Important", and "To Do".