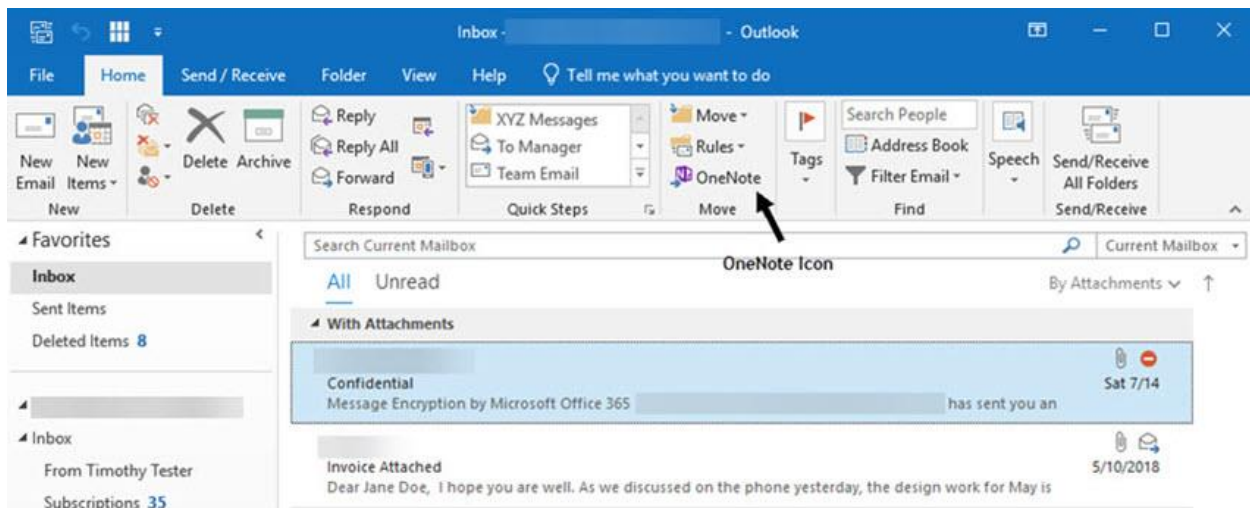


How to Activate MS OneNote

*From: <https://business.tutsplus.com/tutorials/use-onenote-with-outlook-calendar--cms-31563>

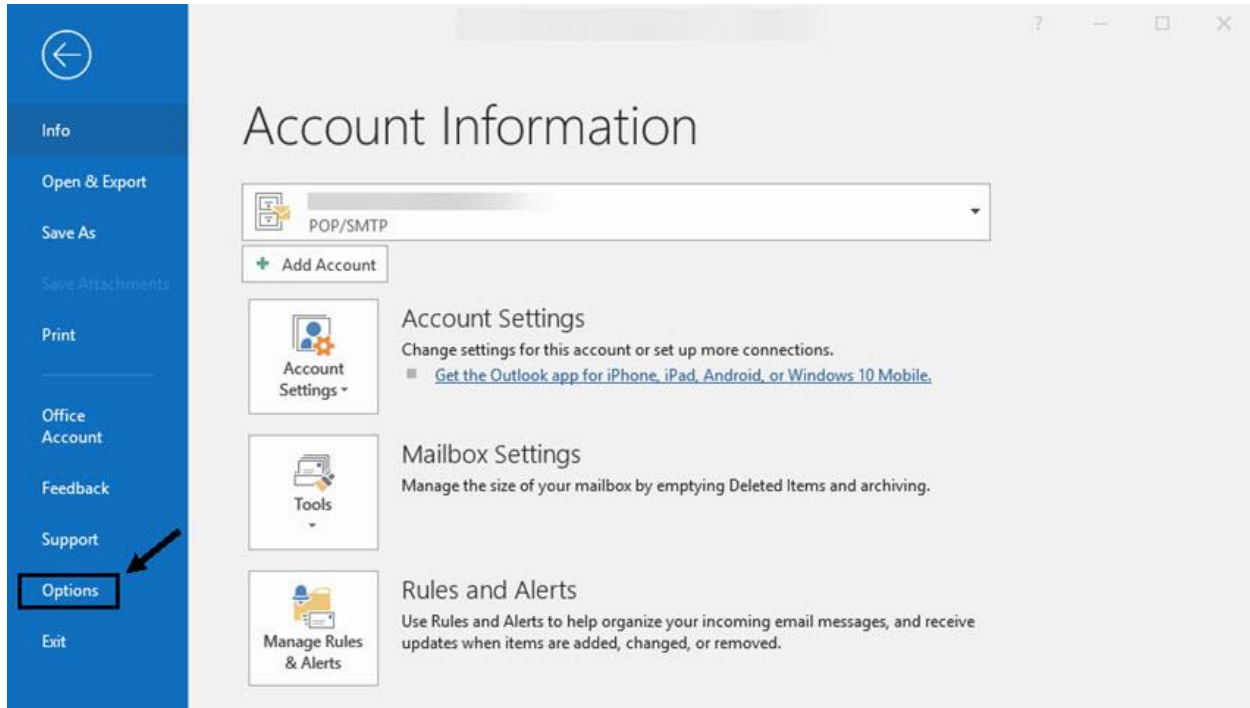
Now that you've learned what MS OneNote is, you're ready to start using it. Before you can start using, the MS OneNote Add-in, you need to make sure it's enabled. If OneNote is enabled, you'll see a **OneNote** icon on the ribbon when the **Home** tab is selected:



If OneNote is active with Outlook, you'll see a OneNote icon in the ribbon. If OneNote isn't active in your version of Outlook, you'll need to activate it. Here's what to do: (continue to next page...)

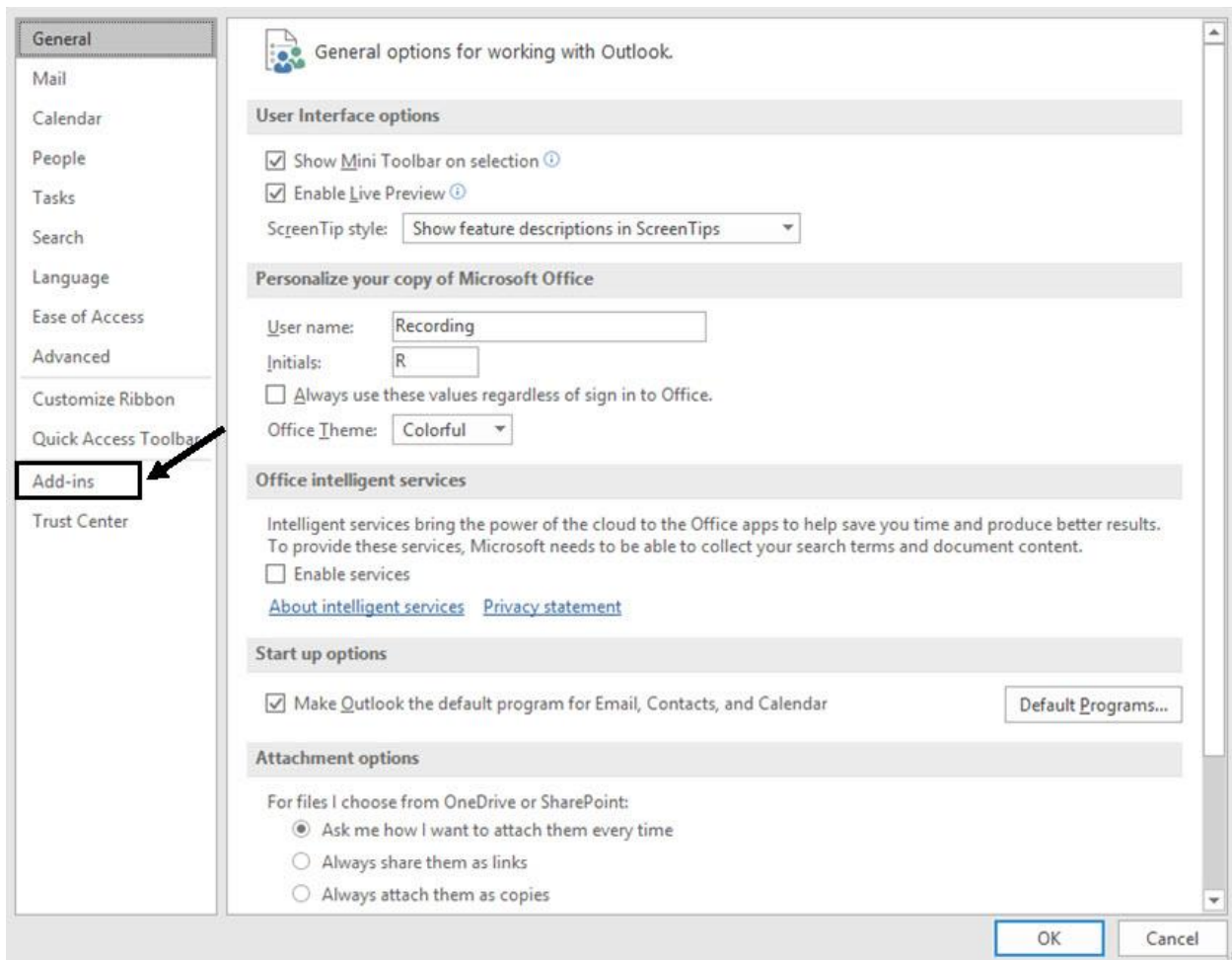
Step 1. Access the Outlook Options Window

Start with your Outlook email inbox open. Click the **File** tab. The **Account Information** window appears:



Select Options from the **Account Information** window to access the **Outlook Options** window.

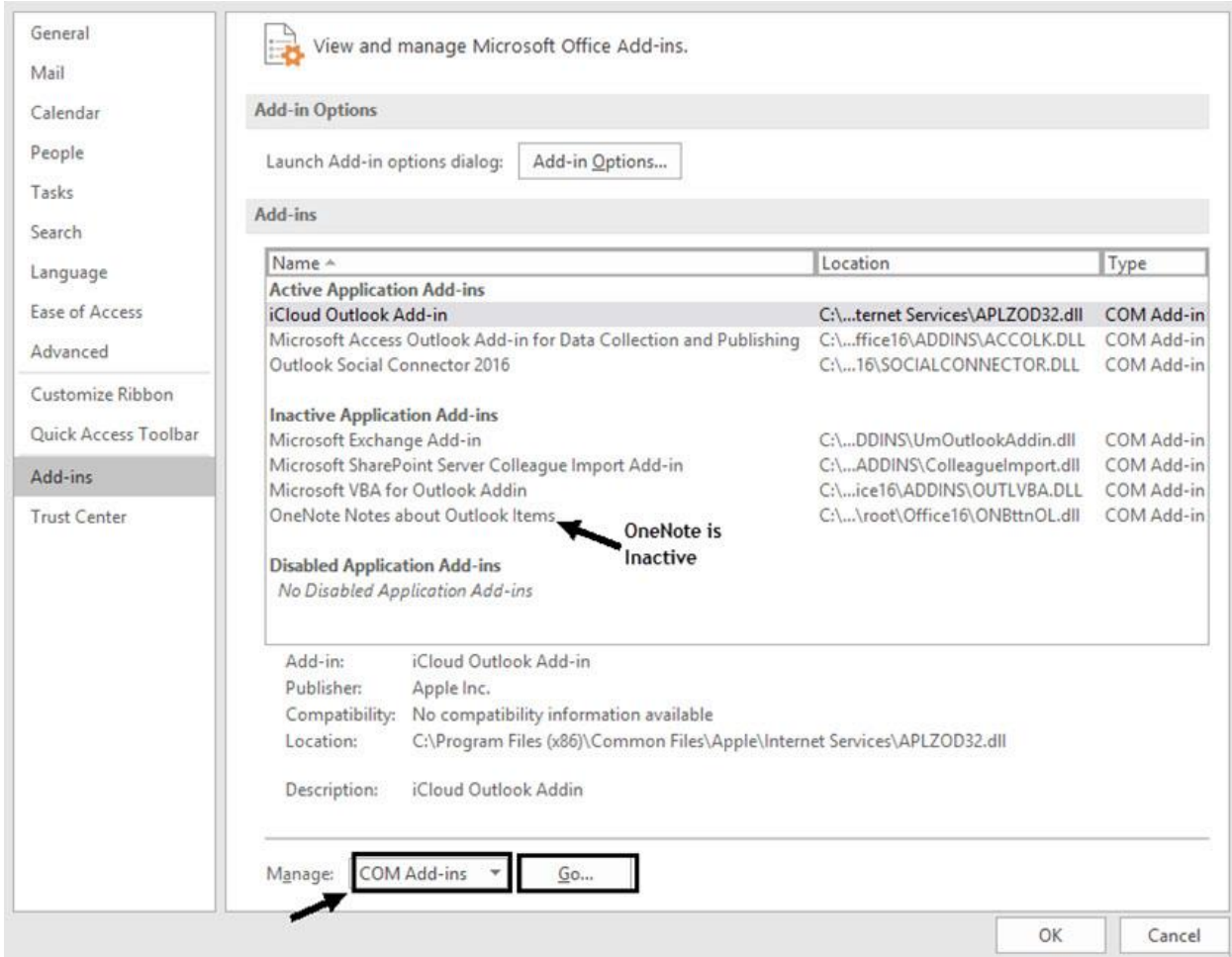
Click **Options** on the left. The **Outlook Options** window appears:



Select the **Add-ins** option to activate OneNote.

Step 2. Change OneNote to Active Status

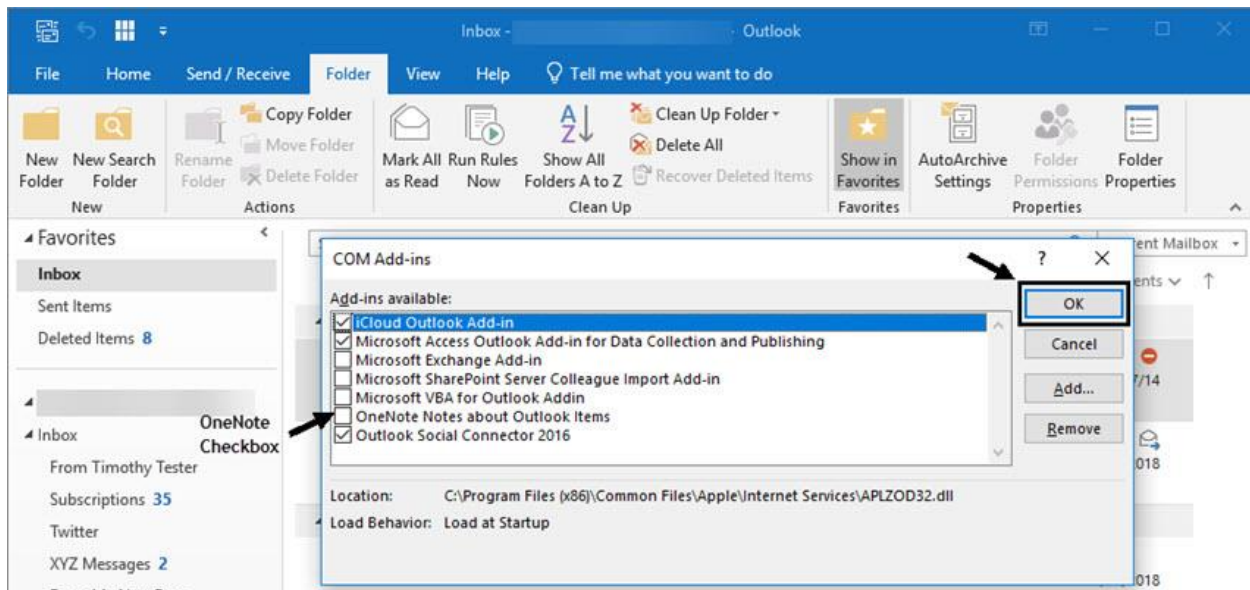
Click the **Add-ins** option on the left. On the **View and manage Microsoft Office Add-ins** window you'll see lists of active, inactive, and disabled application add-ins:



You'll see lists of active, inactive, and disabled add-ins.

If OneNote is on the **Inactive Applications Add-In** list, select **COM Add-ins** next to **Manage** at the bottom of the screen. Then, click the **Go** button.

The **Com Add-Ins** dialog box appears:



Add-ins without a checkmark are inactive.

Check the checkbox next to **OneNote Notes about Outlook items** to activate it, then click **OK**. The system returns to your inbox. You should now see the **OneNote** icon on the ribbon when the **Home** tab is selected.