OneNote for Microsoft 365 for Mac

Quick Start Guide

New to OneNote for Mac? Use this guide to learn the basics.

Get quick access to tools and commands
See what OneNote for Mac can do by clicking the ribbon tabs and exploring new and familiar tools.
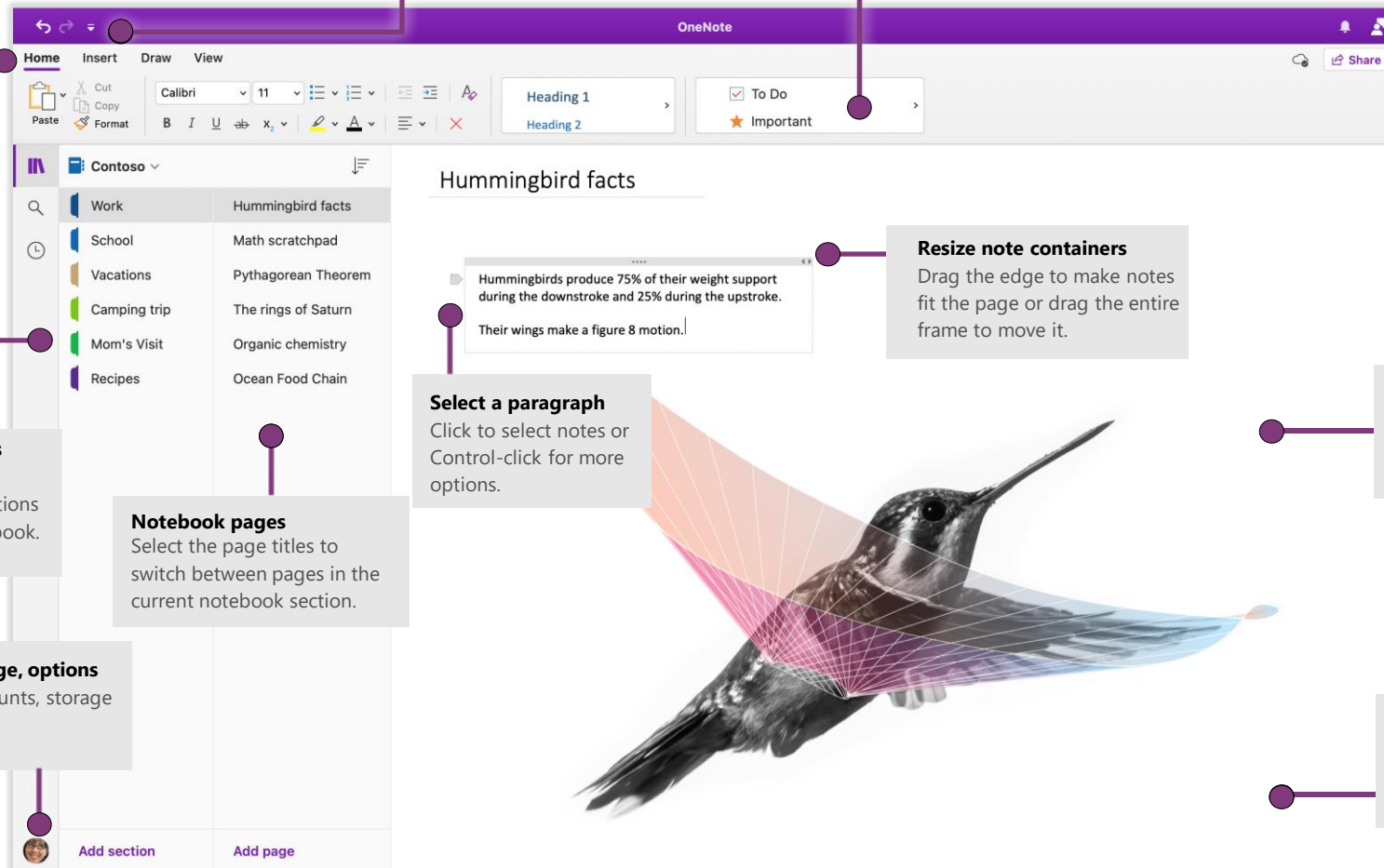
Quick Access Toolbar
Keep popular commands right at your fingertips.

Tag important information
Categorize or prioritize important details by applying tags to selected notes.

Share your notes
Share your notebooks or invite others to edit.

Resize note containers
Drag the edge to make notes fit the page or drag the entire frame to move it.

Notebook sections
Select these tabs to switch between sections in the current notebook.

Notebook pages
Select the page titles to switch between pages in the current notebook section.

Select a paragraph
Click to select notes or Control-click for more options.

Type anywhere on the page
OneNote's flexible canvas isn't limited to the constraints that many other apps have.

Accounts and storage, options
Select to access accounts, storage and more options.

Capture your ideas freely
Type, create tables, insert shapes and photos, or write and draw freehand.

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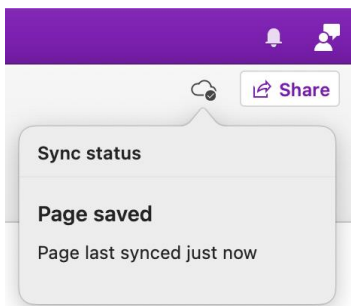
Access your notes anywhere

What good are notes, plans, and ideas if they're trapped on a hard drive? Always keep your notebooks available by signing in with your free Microsoft account when you first start OneNote on your Mac. There's even a free OneNote app for your iPhone and iPad or Android devices to help you stay in sync on the go.

Save your work automatically

OneNote automatically saves all your changes as you work — so you never have to. Even when you close the app, or your Mac goes to sleep, your notes are always saved so you can continue right where you left off.

A syncing icon appears when an automatic sync is in progress. You can also sync notebooks at will. Control-click a notebook's title to initiate a manual sync.
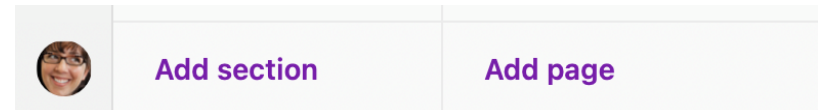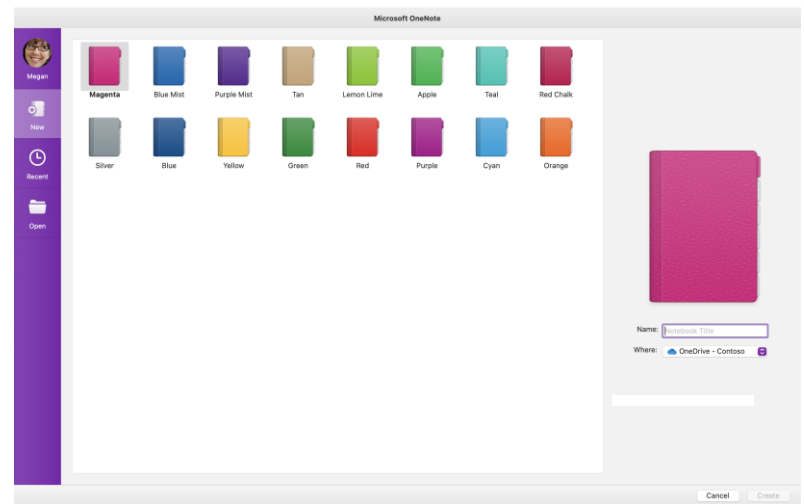

Never run out of paper

Want to create a new notebook? Select **File** > **New Notebook** on the menu bar.

To create a new section in the notebook, select **Add section** in the bottom left of the app window.

To create a new page in the current section of your notebook, select **Add page** in the bottom left of the app window..
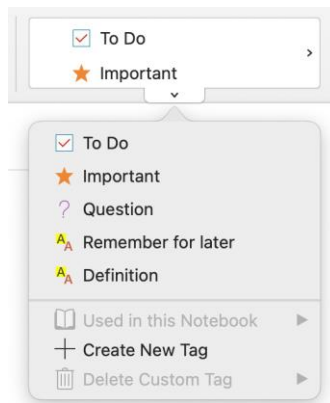

When you first launch OneNote, a default notebook is created for you. Select a color, and then enter a name and choose where to create it.

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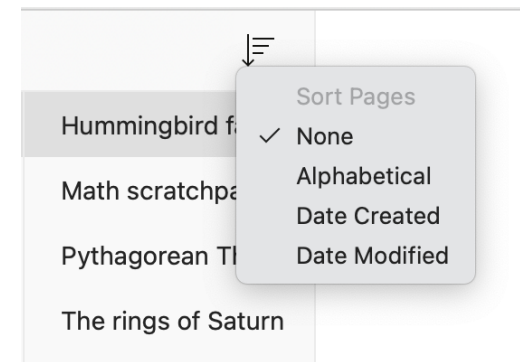
Tag selected notes

The Tags gallery on the **Home** tab lets you visually prioritize or categorize selected notes, and you can create your own custom tags. Tagged notes are marked with icons that prompt you to follow up on important action items or to check off completed tasks on your to-do lists

Create wiki-style hyperlinks

Turn your notebook into a functional wiki by creating links to specific sections, pages or paragraphs.

Hold the Control key while clicking the tab of the section or page, or clicking a paragraph that you would like to link to. Next, click **Copy Link to Section** or **Copy Link to Page** or **Copy Link to Paragraph**, and then paste the link wherever you want it.

Sort pages

You can sort pages by alphabetical order, date created, or date modified.

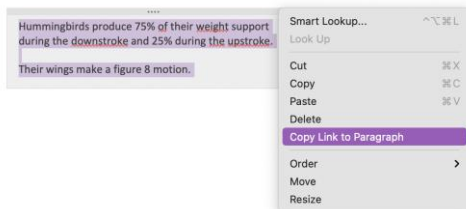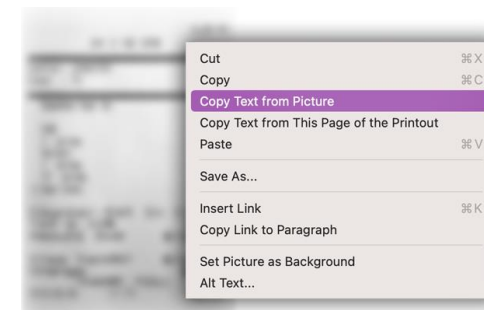Select the Sort Pages icon at the top right of the page list pane in the Navigation bar, and then choose the sort order you want.
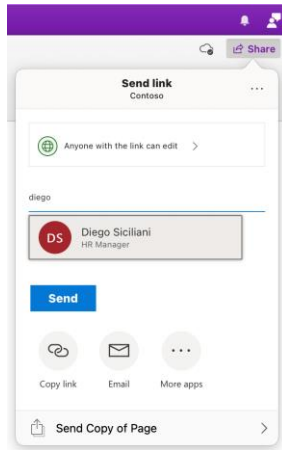
Copy text from pictures

OneNote can recognize text in pictures. On any page, insert a picture containing legible text (a receipt, for example), hold the Control key while clicking the picture, select **Copy Text from Picture**, and then paste the copied text where you want it.

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Share notes with others

Select the **Share** icon in the top right corner to invite others to edit your current notebook, to copy a link to its cloud location, or to send the current page as a message or PDF attachment from your preferred email service.

Get help with OneNote

On the menu bar, select **Help** to search for the OneNote features and commands that you need help with, or select **OneNote Help** to browse through popular content. To let us know if the information we've provided has been useful to you, use the feedback form at the bottom of each of our Help articles.

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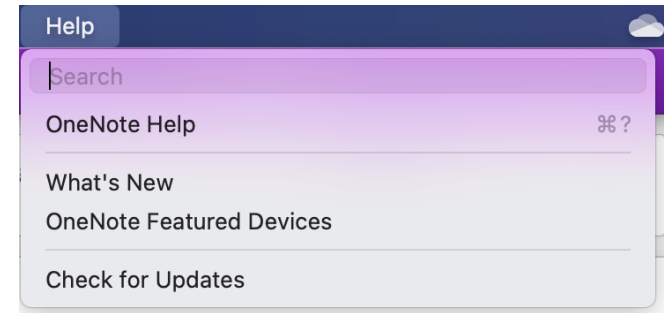Visit **http://aka.ms/office-mac-guides** to download our free Quick Start Guides for Mac versions of Word, Excel, PowerPoint, and Outlook.

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Send us your feedback

Love OneNote for Mac? Have an idea for improvement? Select the Feedback icon in the upper right corner of the app window to send your feedback directly to the OneNote product team.