

Linking Notes to Meetings

SOLVED

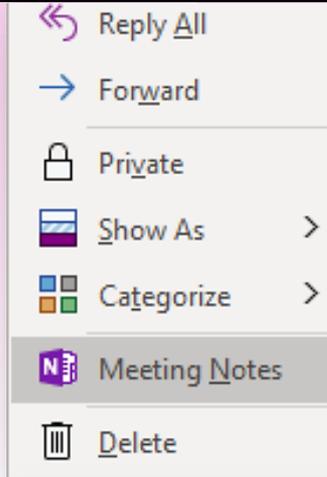


Laptop



Right click on meeting - Meeting Notes.

Choose OneNote notebook & section.



New page with meeting details added. Type notes. Auto saved.

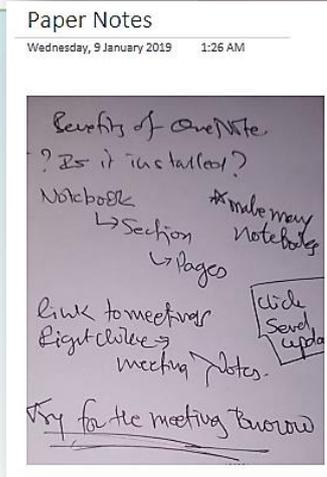
To find the notes later, find meeting, choose same option - Linked notes will open automatically.



Notepad



Use the same method as above. Create the linked OneNote page.



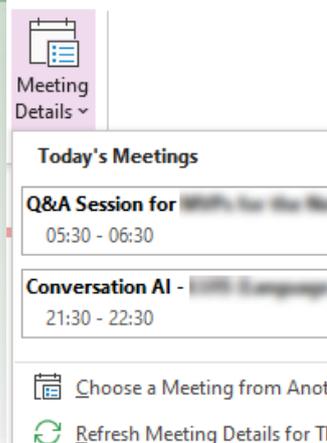
Open the page on mobile OneNote app. Capture and insert photos of the notepad pages.



Mobile



Capture using mobile OneNote app. Notes will sync with OneNote on laptop automatically.



Link the page to the meeting. Home tab - Meeting Details - choose meeting. Now the page is linked to the meeting.

