

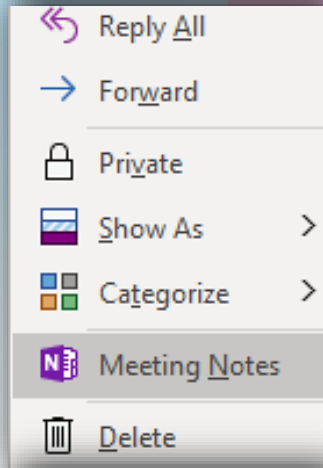
# How to link notes to meetings?



## Laptop



Right click on meeting Meeting Notes.  
Choose OneNote notebook & section.



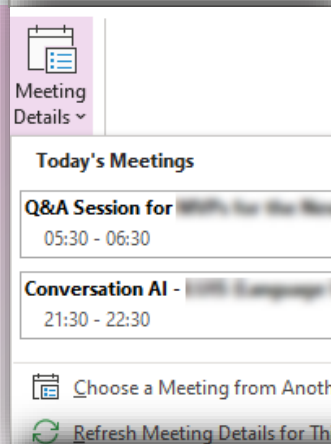
New page with meeting details.  
Type notes. Auto saved & linked.  
To find the notes,  
Find meeting in calendar.  
Right click – Meeting Notes.  
Linked notes open automatically.



## Mobile



OneNote mobile –  
add page, capture notes.  
Page will sync with  
OneNote on laptop  
automatically.



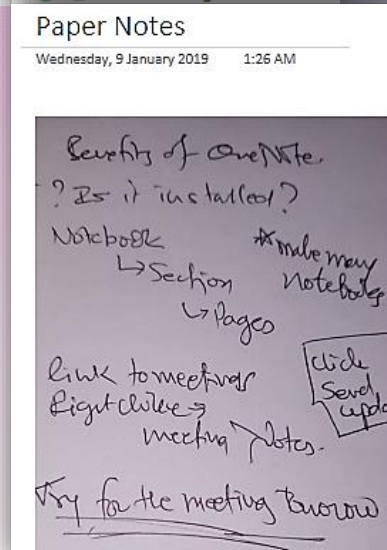
Link the page to the meeting.  
Home tab – Meeting Details  
Choose meeting.  
Now the page is linked  
to the meeting.



## Paper



Write notes on paper  
as usual.  
OneNote Mobile –  
Add new page.  
Take photos of  
written notes pages.



Page will automatically sync  
with OneNote on laptop.  
Link page to meeting  
as shown above ...

