



## One Day Courses

Agenda-One Note Basics

Thurs, September 29, 2022

Times in Eastern	Segment
10:45 AM-11:00 AM	Instructor Meet and Greet
11:00 AM-12:00 PM	How to manage OneNote Desktop with multiple Microsoft accounts
12:00 PM-12:30 PM	Lunch Break
12:30 PM-1:30 PM	How to use OneNote in class-Tips and Tricks to maximize your experience
1:30 PM-1:45 PM	Break
1:45 PM-3:00 PM	Case Study-How to set up OneNote to manage your clients
3:00 PM-3:30 PM	Optional Q&A