

Sending email from Outlook to OneNote

These directions explain how to send an email from Outlook directly to a OneNote Notebook.

1. Open **Outlook** from the desktop application.
2. Open the email you would like to send to OneNote.
3. Find the Move section in the tool ribbon, and click the **OneNote** button.
4. Use the + buttons to select the **Notebook** and **Section** where you would like to place the email.
5. Click **OK**.
6. OneNote 2016 will open to show you the email in the selected section on its own page in the Notebook. Any attachments with the email will also be included on its page.

