

## modern framework for learning



### Innovations in On-the-Job Training: 5 Minutes Per Day - How to Build a Workplace Learning Habit

<https://www.trainingmagnetnetwork.com/lessons/99731/view?slide=1>

## Get ready for MS365

MS365

To Learn More.. Visit

<https://support.office.com/en-us/office-training-center?ms.officeurl=training>

Tidbits – November 2018

### OneDrive

Collaborating with colleagues on a report or project? Don't send copies! Send a link instead. The trick is to upload files to OneDrive and then send everyone a link to the files. Your recipients can collaborate on the same file at the same time, and you don't have to scour your inbox for multiple copies.

Select **Attach File > Browse web locations > OneDrive**. You can tell you're sending a link to a OneDrive file because the attachment icon will have a cloud on it.

Many newspaper sites have the ability for you to choose a foreign language!  
<http://www.bbc.co.uk/ws/languages> - check it out!

### ONE NOTE

In OneNote 2013 or 2016, you're able to password-protect individual sections, so if you're sharing with colleagues or students, only those with the set password will be able to access the section.

Click on the tab you want to protect; select review then select password. A window pane will come up – select SET PASSWORD. Read the caution! You can NOT recover a forgotten password!

There are a few things to note about passwords in OneNote:

- You can't password-protect entire notebooks, only sections. You could add a password every single section in the notebook, which would essentially lock the entire notebook, but a visitor would be able to see the section titles.
- If you have existing backups of the section, they will not have a new password applied. Future backups will have the new password applied.
- Content in password-protected sections will not show in OneNote search results.
- The feature is designed to have no protection against forgotten passwords. Be sure to use a password you won't forget!