



# Collaborating and Sharing with Microsoft OneNote & Groove

Duration: 3 hours

## Objectives

With team members working in diverse locations, a central repository in which to store information about customers, projects, and meetings is vital. This course demonstrates how to create shared notepads, how to add files and text, and how to initiate a live session to share notes in real time. It also shows how best to organize notepads and how to search for information using the Office OneNote 2007 tools. Collaboration is at the heart of effective teamwork. This course also explores Groove as a collaborative software package. It teaches how to create Groove workspaces, how to invite people to share that workspace, and how to connect with team members using chat or discussion boards. The concept of 'presence', which displays a team member's status, is explained in relation to Groove.

## Target Audience

This course is intended for personnel at all levels of the enterprise and end-users seeking to obtain knowledge in OneNote and Groove.

## Prerequisites

Basic knowledge of the Microsoft Office applications, Windows operating system, instant message software, and Internet Explorer.

## Course Outline

### Part 1: Collaborating with Groove

- Create a shared workspace
- Invite team members to join a workspace
- Track important dates using the Calendar and schedule meetings with the Meetings Tool
- Use the discussion board
- Add files using the Files Tool and SharePoint Files Tool



Learning

**nuclei**

Key Component of FRCI

Sibotie House - L'Anse Courtois - Pailles - Mauritius

T: (230) 286 96 36 - F: (230) 286 96 29

E: [info@nuclei.mu](mailto:info@nuclei.mu) - [www.nuclei.mu](http://www.nuclei.mu)



- Communicate with team members by sending messages
- Connect team members with workspace chat
- Create a shared workspace and invite participants to join
- Use collaboration tools
- Use an alert to link to an updated document and initiate a chat
- Send a Groove message

## Part 2: Sharing Information with OneNote 2007

- Share a notebook and add information to it
- Initiate a live sharing session and invite participants
- Organize and manage information in OneNote
- Use the instant search to locate information in notes
- Create a shared notebook
- Manage and organize information
- Use instant search
- Initiate a live sharing session