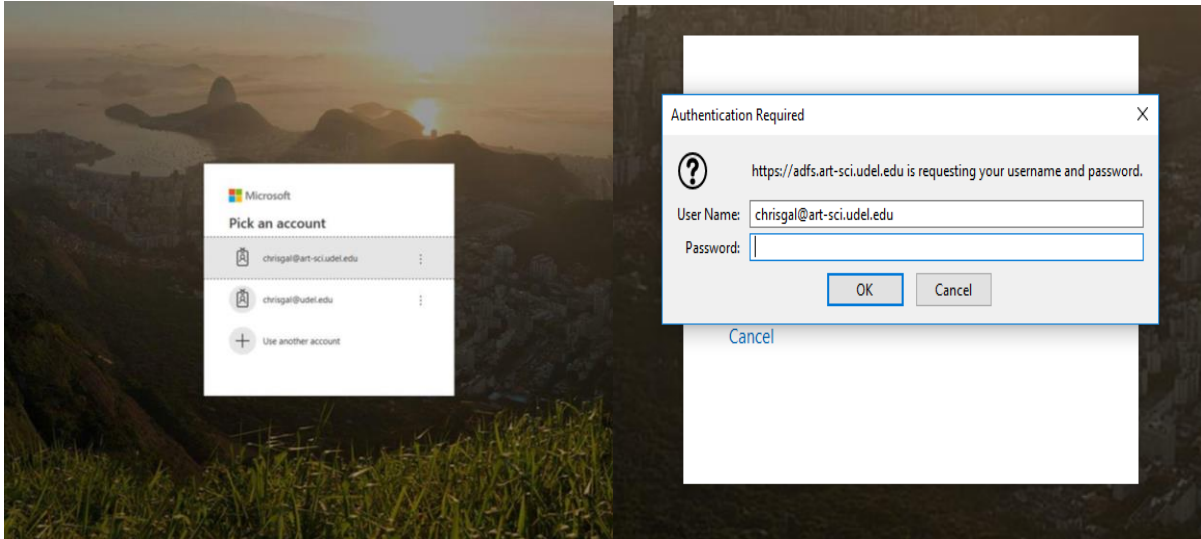


OneNote - Quick Instructions

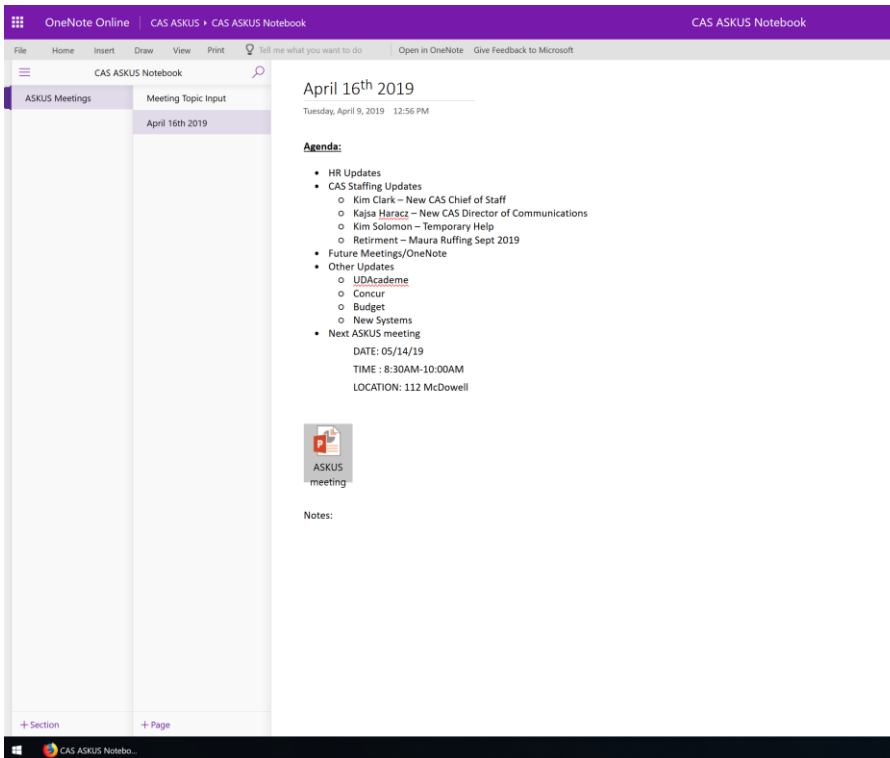
Click on the link...

<https://artsciudel.sharepoint.com/:o:/r/sites/cas-askus/SiteAssets/CAS%20ASKUS%20Notebook?d=w656876ca9a5941e89fba370ebccab758&csf=1&e=ujkhVM>

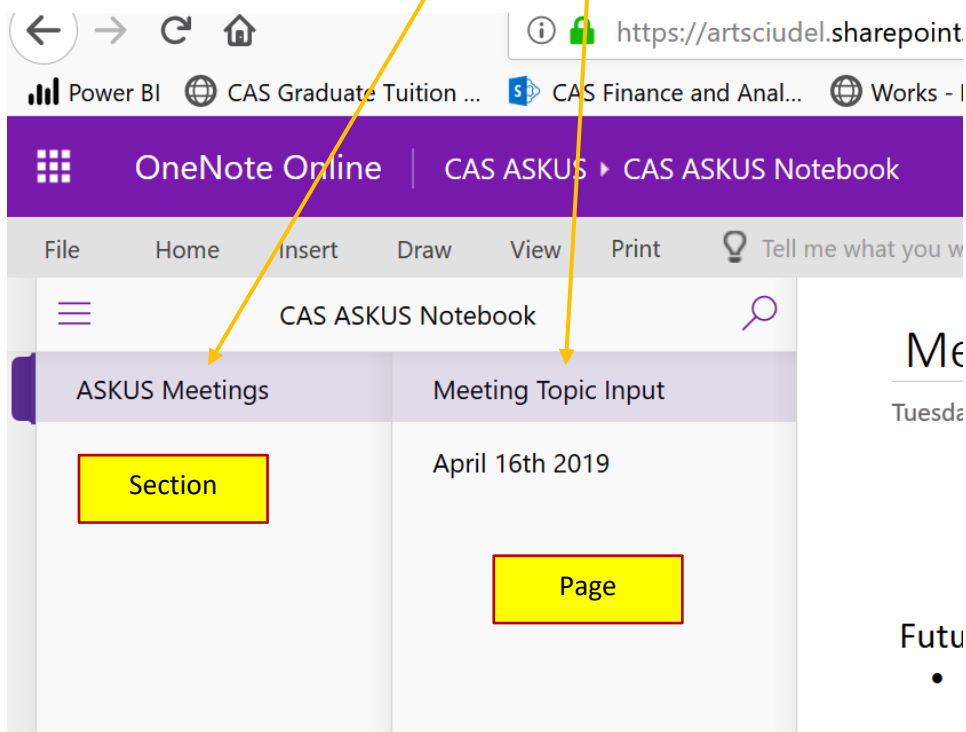
You may need to sign-in...remember to use your “art-sci.udel.edu”



You should get to the page below...



You can navigate between the "Sections" or "Pages" by clicking on them



On the Meeting Topic Input page, fill out your topic, Name and date if you have an agenda item or topic you would like covered. We will assign a meeting date. It will save automatically.

Meeting Topic Input
 Tuesday, April 9, 2019 1:00 PM

Future ASKUS Meeting Agenda suggestions from the ASKUS Group:

- To add a new blank row - Press "Tab" key in the last field of last row or select the table and choose "Insert Below" from the "Layout" menu.

Topic/Item	By	Date Suggested	Meeting Date
OneNote for use in gathering suggested ASKUS Meeting Topics	A. Yerger	4/9/19	4/16/19
Dean's Office, Organizational Chart	S. Reeser	4/16/2019	
Expected turnaround time of CAS staff to email requests	S. Reeser	4/16/2019	
Resources available for grants processing	S. Reeser	4/16/2019	

Here's the Link to the Windows support page if you would like to learn more about OneNote.

<https://support.office.com/en-us/article/create-a-notebook-in-onenote-6be33cf9-f7c3-4421-9d74-469a259952d3?ui=en-US&rs=en-US&ad=US>