



## WHAT'S NEW FOR 365?

Here are all of 365 updates for July from OneNote to Copilot.

### *Sticky Notes experience for Windows is now available for all users*

The new Sticky Notes experience is a new feature from OneNote to help you remember more easily than ever. With 1-click screenshot capture, automatic source capture and automatic recall of the notes when you go back to the same source, remembering what matters just got simpler!

You can also access Sticky Notes on the go with your OneNote Android and iOS mobile apps, making sure that your notes are always with you.

#### How to start the new Sticky Notes experience

To start the new Sticky Notes experience, open the 'OneNote app on Windows' and click the new Sticky Notes button on top.

Note: After starting the new Sticky Notes experience, you can pin it to the taskbar. You can also press the Win + Alt + S keys to start the app anytime.

Soon, you'll also be able to try the new Sticky Notes experience from the Windows Start menu.

### How new Sticky Notes can help you remember better

With the new Sticky Notes, you can create notes or capture screenshots with a single click. If you've taken a note or screenshot from a website, you can easily go back to the original source by clicking the auto-captured link. When you go back to the same document or website, we'll conveniently show you the relevant notes. Need to do multiple things at once? You can dock the new Sticky Notes to your desktop for a handy side-by-side experience while using other apps. Search is flexible, including the text within your notes as well as images (using OCR). You can pop out any Sticky Note and view it in a bigger window.

For more details, please read the Insiders blog post on new Sticky Notes.

#### Scenarios to try

At work: When a presentation is shared in a Teams meeting, take screenshots of important slides with a single click, while staying attentive to the meeting.

For a recurring meeting, take notes during the meeting and your previous notes will automatically appear at the top when you open the new Sticky Notes experience during the next time of the same meeting series.

When learning: Save important points while watching an educational YouTube video or reading an article. Your past notes will come up at the top in the app when you return to the same website later.



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**At home:** When planning a trip, take notes and screenshots of possible destinations. The next time you open your notes, click the source link to go back to the website in question for more details or to finish your booking.

**Tips and tricks:** Pin the new Sticky Notes experience to your taskbar for easy access in the future—no need to start OneNote.

If you're already a signed in Sticky Notes user, all your existing notes will show up in the new Sticky Notes experience.

If you want to change the account associated with your new Sticky Notes, change the account in OneNote app for Windows (click on the profile picture on the top-right).

Sign in to your Microsoft 365 account to sync your notes across your devices.

### Loop Components

You can now use Loop components in OneNote apps on the Web, Windows, and Teams. Loop components are content pieces like lists, tables, and tasks that you can share and edit across Microsoft 365 apps. They make your notetaking more collaborative in your digital notebook without switching between apps.

#### How to use Loop components?

Choose from different types of Loop components under the Insert tab in OneNote apps for the Web, Windows, or Teams. They help you and your team with common notetaking scenarios, such as a task list, progress tracker, and kanban board.

To insert Loop components in OneNote, click on Loop Components under the Insert tab in OneNote apps for the Web, Windows, or Teams.

#### Various Loop component types for better notetaking

Loop components stay in sync across chats, emails, meetings, or documents in real time in Microsoft 365 apps. You can copy and paste Loop components between OneNote and other apps that support them.

#### More collaboration features with Loop components

Loop components also have features like @mentions, comments, and reactions. You can also see who is viewing or editing the Loop component on your OneNote page.

#### Some examples to try

Use a task list Loop component to manage your work items and sync with Planner and To Do.

Use a progress tracker Loop component in the Notes tab of your Teams channel to work with your team on a project. Assign owners to different tasks and track progress.

Work on shared agendas and notes with your team for your meetings on your notebook. Keep your shared notes and personal notes on the same notebook page.

Organise and simplify your work by putting Loop components on OneNote pages.

### Forms update

Allowing only the form owner to receive response notifications has long been a pain point for many users. But that's no longer a problem! You can now add or remove people or groups from the response notification emails, for forms or quizzes, keeping everyone in the loop!

Let's check how it works together.

To add others, first go to the form's settings and click "Get email notification of each response". Then you can proceed to add your desired recipients with a name, email address or a group in your organisation.

When a new response is submitted, all those listed under "Response receipts" will receive an email notification. They can simply click "view results" to access the form's result page for more details or sync to Excel for always up-to-date information without needing to return to the Forms site.

If someone has left your organisation or you wish to exclude them from notifications, you can effortlessly remove them from the list. Simply access the "..." icon next to the recipients list and remove the individuals by clicking the "trash can" icon.