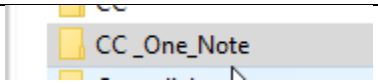
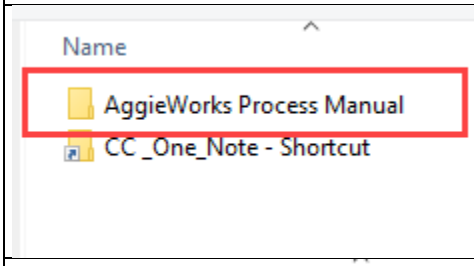
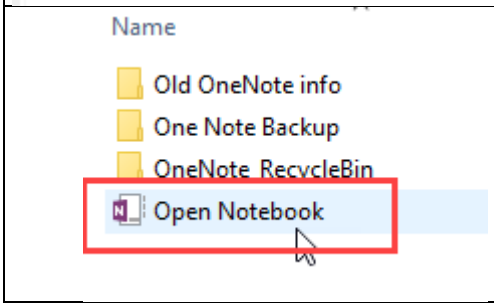
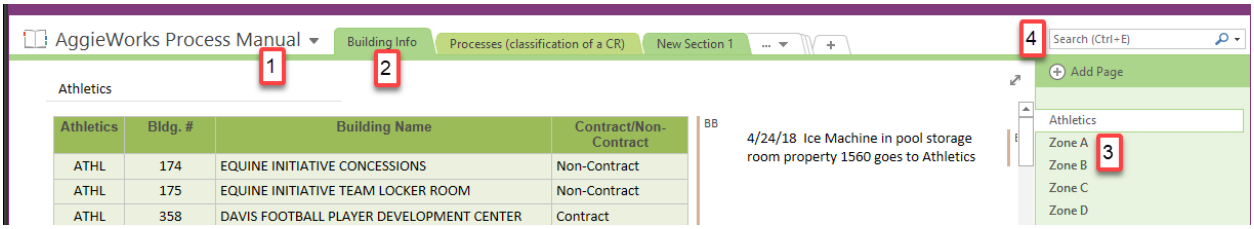
OneNote Tips

Open Notebook for the first time

	• On the N Drive look for the CC_One_Note folder • Double click to open it
	• Double Click to open AggieWorks Process Manual
	• Click Open Notebook • Click Open

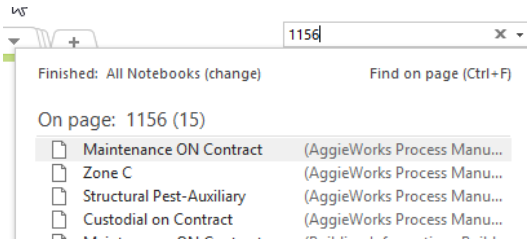
Navigating the Notebook

- Notebook is made up of Tabs (Sections) and Pages



1. Name of Notebook
2. Section Tab
3. Pages
4. Search box

In the Search box, type a building you are looking for. Use " " to get the exact number



- A list of pages where that number exists will appear

- You can find the buildings on the contract.
- Which Zone a building is in

Phone numbers

Click on a Section and a Page name to open the information on that page