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Create an Outlook task in OneNote. In OneNote, select the words that you want to be your task. In the menu that appears, click the arrow next to the Outlook Tasks button and choose a reminder. A flag appears next to your task in OneNote and your task is added to Outlook.

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In OneNote 2013, click File, click Share, then click Get a Sharing Link—you can decide if you want to allow others to view your notes or edit them with you. When they get the link, they can edit using their favorite browser—no install or sign up required—or they can edit in their favorite OneNote app.

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