Creating and Using Tags/Note Board

Setting up tags and notes in OneDrive for Business enables you to find content quickly, and collaborate with others.

To create or add a tag:

1. Navigate to your OneDrive for Business Documents page. Choose the document you wish to tag by selecting the check mark to the left of its name.

2. Click the Library tab at the top left of the page to open the Library ribbon.

3. Click the Tags and Notes button.

4. A pop-up window will appear, allowing you to create a tag, or add a previous tag.
To view tags:
1. Follow the above steps 1-4, clicking on an existing tag and click **Go to Tag Profile for...**
2. In this window, you can see everything tagged with that word, as well as use the Note Board.

![Tag Profile Example](image)

To use the Note Board:
1. Navigate to your OneDrive for Business Documents page and select the document on which you wish to make a note.
2. Click the **Library** tab at the top left of the page to open the Library ribbon, then the **Tags and Notes** button.
3. Click the **Notes** tab in the popup window, and you will see notes for that document. Others can see this as well.

![Note Board Example](image)