How to Use the Microsoft OneNote Recording Feature

To Create an Audio Recording

1. Go to the **Insert** tab in the ribbon and click **Record Audio** to start a new recording.

2. Press **Stop** when you are finished recording.

To Play Recorded Audio

1. Either press the **Play** button to play the audio from the beginning, or click a specific recording icon and press the small **Play** icon (see Figure 1) to the left of the recording icon.

![Figure 1: Play Individual Audio Recording](image-url)