

★ **Same word — completely different tool.** Both say "notebook," but one **stores** your thinking and the other **works** across it. Pick the right one and you stop redoing work and stop wondering where you put things.

1 Which Notebook, When?



OneNote

The bookshelf — you lead

WHAT IT IS

A freeform digital notebook for your notes, ink, and clippings.

BEST FOR

Day-to-day notes, meetings, brainstorms, journals — plus drawing & screenshots.

SUPERPOWER

Capture and organize anything, and keep it for the long term.

REACH FOR IT WHEN

You need to jot, clip, sketch, or share notes a team builds together.



CoPilot Notebook

The workbench — AI leads

WHAT IT IS

An AI workspace grounded on the sources you add — files, pages, and links.

BEST FOR

A defined project: digest a set of docs, get tailored summaries, draft or analyze from specific files.

SUPERPOWER

Answers grounded **ONLY** in the sources you chose — no random internet guesses.

REACH FOR IT WHEN

You've got a pile of materials and want AI to reason across just those.

THE QUICK RULE Taking notes? **OneNote.** Working a project with AI? **CoPilot Notebook.**

2 Still Not Sure? A 5-Second Gut-Check Match your moment to the tool.

Reach for OneNote when...

"I'm in a meeting and need to capture notes fast."

"I want to sketch an idea, jot a list, or clip a web page."

"My team keeps shared notes in one place."

Reach for a CoPilot Notebook when...

"I have six documents and need the gist before 9am."

"Draft this from these specific files — nothing else."

"I keep re-reading the same docs hunting for answers."

BETTER TOGETHER · NEW IN 2026

They now connect

You can open a CoPilot Notebook right inside OneNote. Keep your everyday notes in OneNote, then spin up a CoPilot Notebook whenever you need AI to work across a specific set of sources. You don't have to choose — you use both.

START A COPILOT NOTEBOOK

Three moves

- 1 Open a new CoPilot Notebook.
- 2 Add your sources — the files, pages, and links it should work from.
- 3 Ask away — CoPilot reasons across just those, and cites them.

TRY THIS TOMORROW MORNING

Turn a pile into a plan

Drop 3–4 files from one project into a CoPilot Notebook and ask: "Summarize what these say and list what I still need to decide."