A resource that I commonly use at Travelers is OneNote. I had never tried using it prior to this internship, but I found it to be very helpful for sharing information. We use SharePoint to give each other access to OneNote folders with lots of information on them. They also allow us to add and edit information in real time. In IT, this is very useful as it helps us create a sort of database for information. For example, when a new team is created, their team name, members, and locations can be shared through a OneNote page that catalogs many other entries. While this isn’t used for keeping track of the work we are doing necessarily, it has been a great help to me because there are many different aspects to the department that I have no idea about. This helps me gather the information I need in one specific place so I don’t have to go asking my coworkers.

I also use OneNote for large scale projects. For example, my group is making a big presentation and we needed somewhere to gather our thoughts and research. OneNote allowed us to create a folder for our project. Then each of us made pages for our individual research and one large page for brainstorming. Doing this allowed us to see our progress on each of our portions of the project and have questions answered just by seeing the information that others have entered. We also have a page for useful links and references if we need more information or a good place to do research. After seeing firsthand how versatile this platform is, I am definitely going to be using it throughout the school year!