

How to use notes in Outlook			
What are you going to do?	How to do it?	Where is it?	
Notes are the electronic equivalent of paper sticky notes.			
Folders N	Mail Tasks Calendar	People Notes	
Create a note	In Notes , on the Home tab, in the New group, click New Note or click Ctrl-N .	New New Delete tems *	
	Type the text of the note. The note saves automatically. The first line will appear as a heading.	Husk at ringe til marketing Susan skal have hjælp til brochur for 2 kvartal 18-08 10:03	
	To close the note, click X in the right side of the note.	Husk at ringe til marketing	
		Husk at ringe til Tandlæge ændre tid marketing	
Create a note from an e-mail, a task or a calender item	Find the item you want to create a note from.	Notes ···	
	Drag the item over the Notes button. Release the mouse button.		
	A new note is created based on the selected item.		
Edit a note	Click on the note to open it. Now you can write, edit, delete etc.		





Forward a note attached to an	Right-click on the note or Open	<u></u>
e-mail	note.	<u>Сору</u>
C man	Select Forward .	Quick Print
	33333733133	For <u>w</u> ard
		Ca <u>t</u> egorize
		★ Delete
Print a note	Right-click on the note.	
	Select Quick Print .	
Categorize a note	Right-click on the note.	
	Select Categorize.	Husk at ringe til Tandlæge ændre tid marketing
	Choose the color you like for the	·
	note.	
Remove the note	Click and drag the note to the	
to the desktop	desktop with the left mouse button.	
	You can now open the note	Husk at ringe til
	independently of Outlook.	marketing.msg
Remove a closed note	Click on the closed note.	M Iv
note	Click Delete	
	The note is now deleted.	
	Note: You can not undo deleting a	Search Slettet post (Ctrl+E)
	note, but you can find the deleted	All Unread By Date ▼ Newest ↓
	note in the folder Deleted Notes ,	Husk at gøre klar til møde tirsdag Husk at gøre klar til møde tirsdag < end>
	and drag it back to Notes .	8
Delete an open	Click the control icon in the open	
note	note.	⊋ Save <u>A</u> s
		Delete
	Select Delete.	€ Forward
		X Cut
		Em Copy
		Paste
		Categorize >
		Save & Close
		☐- Save or Close

