



| How to use notes in Outlook | | |
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| What are you going to do? | How to do it? | Where is it? |
| Notes are the electronic equivalent of paper sticky notes. | | |
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| <p>Create a note</p> | <p>In Notes, on the Home tab, in the New group, click New Note or click Ctrl-N.</p> <p>Type the text of the note. The note saves automatically. The first line will appear as a heading.</p> <p>To close the note, click X in the right side of the note.</p> | |
| <p>Create a note from an e-mail, a task or a calendar item</p> | <p>Find the item you want to create a note from.</p> <p>Drag the item over the Notes button. Release the mouse button.</p> <p>A new note is created based on the selected item.</p> | |
| <p>Edit a note</p> | <p>Click on the note to open it. Now you can write, edit, delete etc.</p> | |





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| <p>Forward a note attached to an e-mail</p> | <p>Right-click on the note or Open note.</p> <p>Select Forward.</p> | |
| <p>Print a note</p> | <p>Right-click on the note.</p> <p>Select Quick Print.</p> | |
| <p>Categorize a note</p> | <p>Right-click on the note.</p> <p>Select Categorize.</p> <p>Choose the color you like for the note.</p> | |
| <p>Remove the note to the desktop</p> | <p>Click and drag the note to the desktop with the left mouse button.</p> <p>You can now open the note independently of Outlook.</p> | |
| <p>Remove a closed note</p> | <p>Click on the closed note.</p> <p>Click Delete</p> <p>The note is now deleted.</p> <p>Note: You can not undo deleting a note, but you can find the deleted note in the folder Deleted Notes, and drag it back to Notes.</p> | |
| <p>Delete an open note</p> | <p>Click the control icon in the open note.</p> <p>Select Delete.</p> | |

