

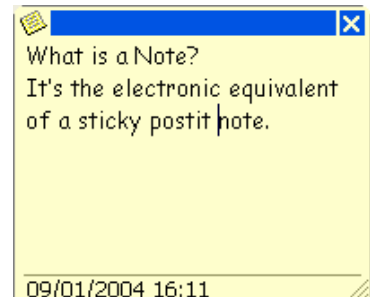
Microsoft Outlook - Using Notes

What is a Note?

It's the electronic equivalent of a sticky postit note.

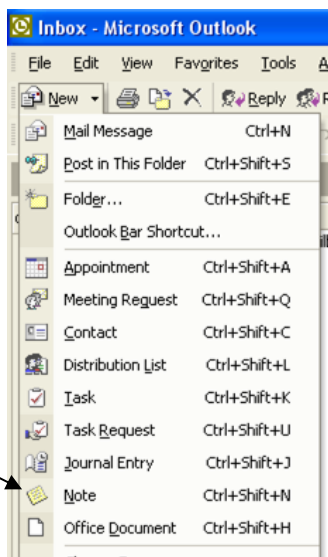
When might I use this feature?

Notes are perfect when you have a small but useful piece of information that you want to keep for future reference, possibly to share with others. *Example: you've created a website login ID or been given an account number or reference number which will be needed again but doesn't warrant saving as a document by itself.*

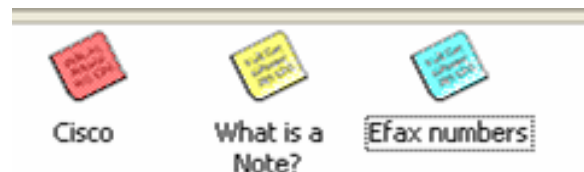


How do I create a Note?

If you are already in Outlook's Notes folder, click New. Alternatively, wherever you are in Outlook, if you click on the dropdown arrow ▼ next to New you will see the option to create a new Note, which will automatically be saved into the Notes folder. The keyboard shortcut is Ctrl + Shift + N.



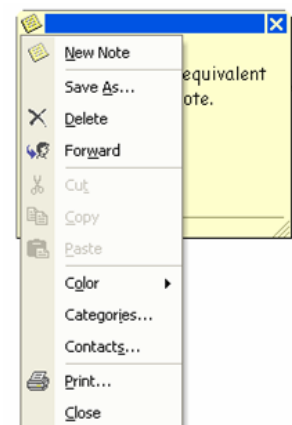
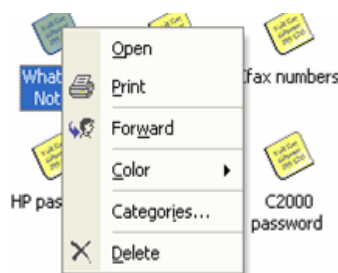
Once a note has opened up, type or paste your message. The first line of text will by default become the title of the note. (see right)



Close and save your note by clicking the X in the top right corner.

How can I organise and share my Notes?

- Right click a closed note, or click on the top left corner of an open note to see options to assign a colour or category to your note. You can also associate a note with a contact.
- Click View, then Current View to choose an alternative way to see your notes, eg by colour, category, list or different type of icon
- Use the Forward option to attach your note to an email
- Search for a particular note by right clicking in Notes folder and choosing Filter, to enable eg a text search



How can I change the appearance of my Notes?

- Resize your note by dragging the lower right hand corner
- Click Tools, then Options, then Note Options (under Preferences) to define the default appearance of a new note - colour, size and font options