

ORGANIZING AND MANAGING NOTES

Notes can be viewed as large icons, small icons, or in a list. They can be organized by date, category, and color. It is also possible to forward notes to other people and to link notes to contacts.

- ✚ Click the **List** icon on the **Standard** toolbar.
- ✚ The **Notes** will be displayed as icons in a list.
- ✚ Click **View** on the **Menu Bar**.
- ✚ Point to **Current View**.
- ✚ Click **Notes List**.
 - ✦ The Notes will be displayed in a list.
 - ✦ The contents of the note are visible.
 - ✦ The Notes are sorted by the Created Column.
 - ✦ The newest note will appear at the top of the list.

Changing the Color of a Note

- ✚ Right-click one of the **Notes**.
- ✚ Select **Color** from the shortcut menu.
- ✚ Choose a color from the list that appears.
- ✚ The color selections are blue, green, pink, yellow, and white.

Assigning Categories to Notes

Assigning a Category to Notes is the same as assigning a Category to an e-mail message or a Contact.

- ✚ Right-click one of the **Notes**.
- ✚ Select **Categories** from the shortcut menu.
- ✚ In the **Item(s) belong to these categories** box, input a name for a new category.
- ✚ Click the **Add to List** button.
- ✚ The **Category** will be added to the **Available Categories** list.
- ✚ In the **Available Categories** list, scroll down to see the new category.
- ✚ The new category should have a check mark next to it.
- ✚ Click **OK** to exit the dialog box and assign the new category to the Note.

Arranging Notes

Notes can be viewed in several different ways, such as by category. Views can be changed by using the Menu Bar or by clicking on the Current Views list arrow on the Advanced Toolbar.

- ✚ Click **View** on the **Menu Bar**.
- ✚ Point to **Arrange by**.
- ✚ Point to **Current View**.
- ✚ Click on one of the views that are available.

Forwarding Notes to Others

- ✚ Do one of the following:
 - ✦ Right-click the **Note** and then choose **Forward** from the shortcut menu.
 - ✦ Click the **Note**, click **Actions** on the **Menu Bar**, and then click **Forward**.
- ✚ Input an e-mail address for the recipient in the **To** box.
- ✚ In the **Message** box, input a short message for the recipient.
- ✚ Click the **Send** button.

Notes Options

With Outlook, it is possible to change the default color for Notes, to change the size of the Note, and to change Font options. To do this:

- ✦ Click **Tools** on the **Menu Bar**.
- ✦ Click **Options** from the menu of commands that appear.
- ✦ The **Options** dialog box will appear.
- ✦ Click the **Note Options** link (see illustration).
- ✦ The **Notes Options** dialog box will appear (see illustration).
- ✦ To change the default color for **Notes** click the **Color** list arrow.
- ✦ The **Color** options are blue, green, pink, yellow, and white.
- ✦ To change the **Size** of the note, click the **Size** list arrow.
- ✦ The **Size** options are small, medium, or large.
- ✦ Click the **Font** button to change the font options.
- ✦ The **Font** dialog box will appear.
- ✦ In this dialog box, it is possible to make changes to the font name, font size, font style, and font color.
- ✦ When all the changes have been made in the **Font** dialog box, click **OK**.
- ✦ When all the changes have been made in the **Notes Options** dialog box, click **OK**.
- ✦ Click **OK** to exit the **Options** dialog box.

