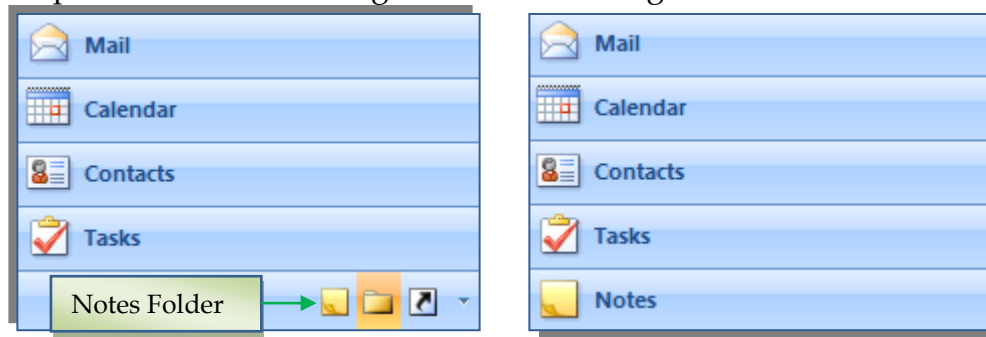


CREATING AND UPDATING NOTES

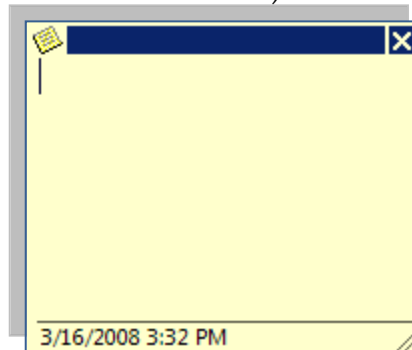
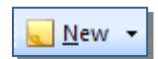
The Outlook Notes feature can be used to record questions, reminders, messages, or anything else that might otherwise be written down. Notes can be left open on the screen even while Outlook is minimized. Therefore, notes are useful for storing small bits of information that might be used at work.

CREATING A NOTE

- ✦ In the **Navigation Pane**, click the **Notes** button (see illustrations below). Where the button is located will depend on how the Navigation Pane is configured.



- ✦ The **Notes Folder** will open.
- ✦ Click the **New Note** button on the **Standard** toolbar (see illustration at right).
- ✦ The **Note Form** will appear (see illustration below).



- ✦ The **Current Date** and **Current Time** will appear at the bottom of the **Note Form**.
- ✦ In the body of the **Note Form**, input a message.
- ✦ Press the **Enter** key to start a new paragraph.
- ✦ To save the note, click the **Close** button.
- ✦ The **Note** will be saved in the **Notes Folder**.
- ✦ The first line of the **Note** will appear as the title for the **Note**.

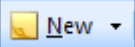




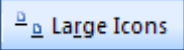
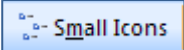
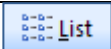




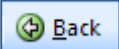

UPDATING A NOTE





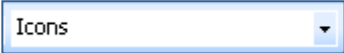
- ✦ Double-click one of the Notes that was just created.
- ✦ The **Note Form** will appear.
- ✦ Edit the contents of the **Note** as desired.
- ✦ Click the **Close** button to save the changes that were made in the Note.

Scroll to Next Page

NOTES TOOLBAR

The toolbar in the **Notes** area provides buttons that can be used to work with the options that are available in the **Notes** window. These options are described and illustrated in the table below. The toolbar buttons that are available are determined by the view that is being used.

Button	Description
Standard	
New Note 	Click this button to create a new note.
Printer 	To send the Note to a printer, click this button. The Print dialog box will appear. Printing choices, such as number of copies, can be made using this dialog box.
Move to Folder 	To move a selected Note to a different folder, click this button.
Delete 	To delete a selected Note, click this button.
Categorize 	Use this button to assign a category to the Note. Several categories are available to choose from. New categories can be added to the list. When a category is chosen for a Note, the color of the folder icon will change to reflect which category has been chosen.
Large Icons 	Click this button to change the view to larger icons. The icon will appear at the top and the text will appear at the bottom. This button is only available when the Icon view is used.
Small Icons 	To display the note with a smaller icon, click this button. The icon will appear on the left and the note on the right. This button is only available when the Icon view is used.
List 	To display the Notes in a list, click this button. An icon will appear on the left and the text on the right. This button is only available when the Icon view is used.
Address Book 	To access your personal address book, click this button.
Find a Contact 	To locate a Contact from the Contacts list, click this button. The Find pane will appear.
Help 	To obtain help about any of the Outlook objects, click this button.
Advanced	
Outlook Today 	Click this button to change to the Outlook Today view. This is a special page that provides an overview of the Calendar, Tasks, and Mail folders.
Back 	To move back and forth between Notes and the Outlook Today window, click this button.
Forward 	Click this button to move back and forth between Notes and the Outlook Today window.

Button	Description
Up One Level 	If you are in a folder that was created within Notes, this button will move you up to the Notes folder.
Reading Pane 	To open or close the Reading Pane, click this button. The Reading Pane will display the Note that has been selected
Print Preview 	Click this button to see what the note will look like when it is printed.
Undo 	Click this button to Undo any changes that have been made in the Note. This button will also let you retrieve a message from the deleted items folder.
Current View 	To select a different view for Notes, click the list arrow and then select the desired view.