

Outlook Notes

Create a Note

While creating a message, you think of something that you want to bring up at a meeting. You can put down a thought or idea by creating a note:

1. In the **Navigation Pane**, click on Notes button to display the Notes folder.



2. On the toolbar, click the **New → Note** button.
3. Enter the information.
4. Click **Close** button (x).

Edit a Note

To edit a note:

1. Open the note (double-click).
2. Edit the information
3. Close the Note.

Copy a Note

To copy a note to the desktop:

1. Open the Notes Folder.
2. Adjust the size of the Outlook window so that the desktop is visible.
3. Drag the note you want to copy to the desk.
Note: You can also copy or move a note to a folder.