

## CREATE AND UPDATE NOTES

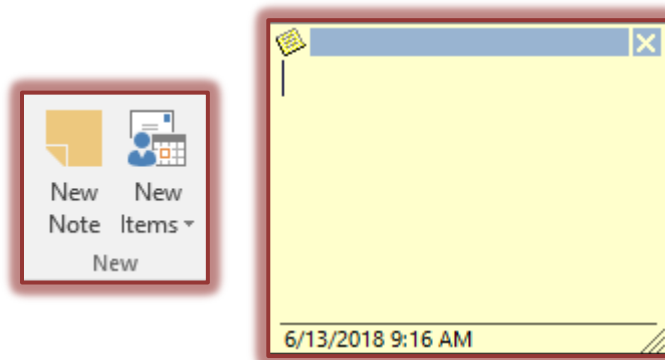
The Outlook Notes feature can be used to record questions, reminders, messages, or anything else that might otherwise be written down. Notes can be left open on the screen even while Outlook is minimized. Therefore, notes are useful for storing small bits of information that might be used at work.

### CREATE A NOTE

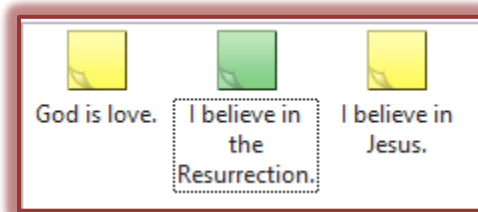
- ✦ In the **Folder Pane**, do one of the following:
  - ✦ Click the **Notes** button.
  - ✦ Click the **More** button and select **Notes** from the list.



- ✦ Where the button is located will depend on how the **Folder Pane** is configured.
- ✦ The **Notes Folder** will open.
- ✦ Click the **New Note** button on the **Home Tab** in the **New Group**.
- ✦ The **Note Form** will appear in the window.



- ✦ 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 few lines of the **Note** will appear as the title for the **Note**.



### UPDATE 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.

## DELETE A NOTE

✚ Do one of the following:

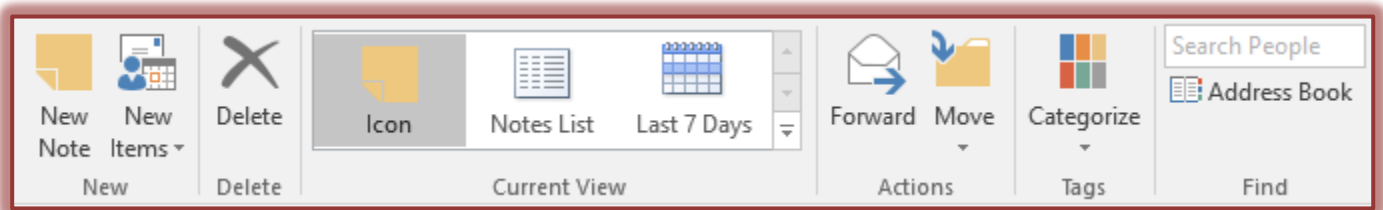
- ✚ **Right-click** the **Note** and then click **Delete**.
- ✚ Click the **Note** and on the **Home Tab** in the **Delete Group**, click the **Delete** button.

## NOTES RIBBON

The ribbon in the **Notes** area provides groups and buttons that can be used to work with the options that are available in the **Notes** window. These options are described in the table below as they appear on the ribbon from left to right.

### **Home Tab**

This tab is used to add a new note, to delete notes, to change the current view of the notes, to forward a note, or to move the note to a different folder.

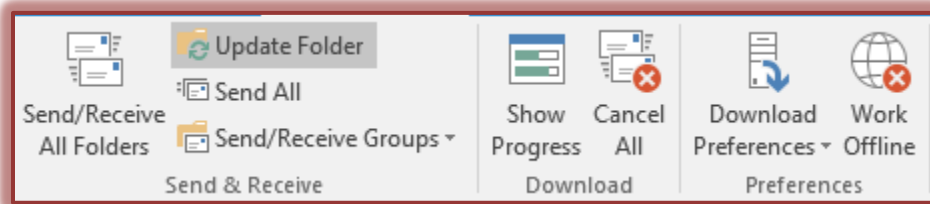


Group/Button	Description
<b>New Group</b>	
<b>New Note</b>	This button is used to create a new note. When the button is clicked, a new Note will appear in the window.
<b>New Items</b>	Click this button to create a new item such as an email message, a contact, meeting, or task.
<b>Delete Group</b>	
<b>Delete</b>	Use this button to delete a selected note.
<b>Current View Group</b>	
<b>Icon</b>	To view the notes as an icon, click this button. The notes will appear in a post-it note shape.
<b>Notes List</b>	This button is used to display the notes in a list. In this view, the notes will display the data and time they were created.
<b>Last 7 Days</b>	Click this button to display notes that were created in the last seven days. Notes older than seven days will not display.
<b>Actions Group</b>	
<b>Forward</b>	Use this button to forward the selected note to another person. When the button is clicked, the <b>Email Message</b> window will display.
<b>Move</b>	To move or copy the selected note to a different folder, click this button. A list of folders will appear. Click the <b>Other Folders</b> to view additional folders.
<b>Tags Group</b>	
<b>Categorize</b>	This button is used to specify a category for the selected note. New categories may be added to the list. The categories are color coded. When a category is applied to a Note, the Note will change to the Category color.

Group/Button	Description
<b>Find Group</b>	
<b>Find a Contact</b>	To search for a name in the Address Book, click this button.
<b>Address Book</b>	Click this button to open the Address Book to look for names, addresses, or email addresses.

### Send/Receive Tab

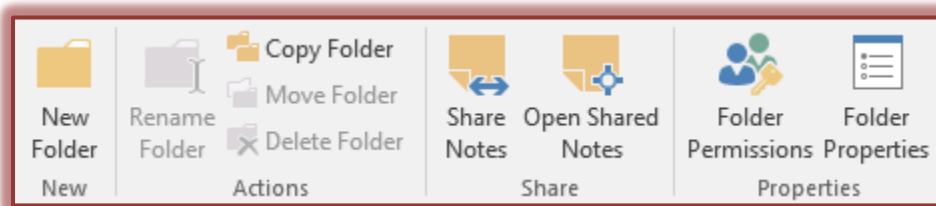
This tab allows you to work with options regarding sending and receiving notes in Outlook. It also contains options for changing the preferences for notes.



Group/Button	Description
<b>Send &amp; Receive Group</b>	
<b>Send/Receive All Folders</b>	This option is used to send and receive items such as mail messages, calendar appointments, and tasks in all folders.
<b>Update Folder</b>	To send and receive messages to this folder, click this button.
<b>Send All</b>	Click this button to send all unsent items.
<b>Send/Receive Groups</b>	Use this button to send and receive items in a particular send or receive group. Groups may have different send/receive options from other messages.
<b>Download Group</b>	
<b>Show Progress</b>	Click this button to show the current send/receive status.
<b>Cancel All</b>	To cancel all current send/receive requests, click this button.
<b>Preferences Group</b>	
<b>Download Preferences</b>	This button allows you to change the preferences for downloading message headers.
<b>Work Offline</b>	To work offline, select this option. When you do this, you will be disconnected from the server. You will not be able to send or receive new email messages.

### Folder Tab

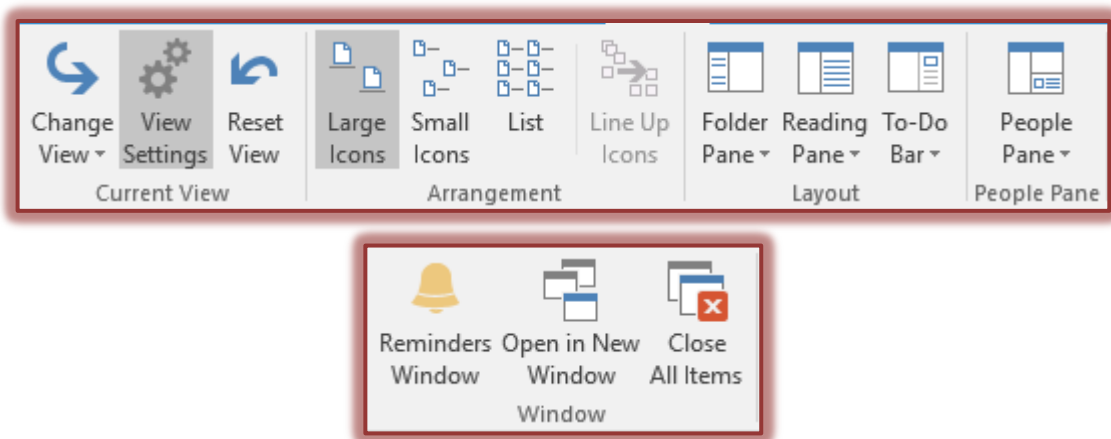
This tab is used to create new folders, to rename folders, to copy folders, and to move folders to a different location in the Outlook program. You can also change the properties for folders using this tab.



Group/Button	Description
<b>New Group</b>	
<b>New Folder</b>	Click this button to create a new folder in the Folder Pane. The New Folder dialog box will display when the button is clicked. This dialog box lets you specify where the folder is to appear in the Folder Pane.
<b>Actions Group</b>	
<b>Rename Folder</b>	To rename a selected folder, click this button. Once the button is clicked, the folder name will be highlighted. Type over the highlighted name to rename the folder.
<b>Copy Folder</b>	Click this button to copy this folder to a different location. The Copy Folder dialog box will display when the button is clicked.
<b>Move Folder</b>	Use this button to move the selected folder to a new location. The Move Folder dialog box will appear when the button is clicked.
<b>Delete Folder</b>	This button is used to delete a selected folder. A message will appear asking you to confirm the deletion.
<b>Share Group</b>	
<b>Share Notes</b>	To share the selected folder with other people, click this button. The <b>Sharing Invitation</b> window will display. Input the name of the person who you want to share the folder with. Click the <b>Send</b> button.
<b>Open Shared Notes</b>	Click this button to open a shared Notes folder that has been sent to you.
<b>Properties Group</b>	
<b>Folder Permissions</b>	This button is used to view and edit the sharing permissions for the current folder.
<b>Folder Properties</b>	To view the properties for the selected folder, click this button.

### View Tab

This tab is used to change the view for Notes, to display the Folder Pane, the To-Do Pane, and the Reading Pane. This area can also be used to specify the arrangement for the Notes.



<b>Group/Button</b>	<b>Description</b>
<b>Current View Group</b>	
<b>Change View</b>	Click this button to change the current view to a different view. A gallery of different views will appear. Click the <b>Manage Views</b> button to create additional views or to make changes to the Current View.
<b>View Settings</b>	To customize the current view using advanced view settings, click this button. Advanced view settings include items such as adding and removing fields, sorting, and copying.
<b>Reset View</b>	Use this button to reset all current view settings to the default settings for the selected folder.
<b>Arrangement Group</b>	
<b>Large Icons</b>	Select this button to display the notes as large icons.
<b>Small Icons</b>	This button is used to display the notes as small icons.
<b>List</b>	To display the notes in a list format, click this button.
<b>Line Up Icons</b>	This button is used to line the notes up in a grid.
<b>Layout Group</b>	
<b>Folder Pane</b>	Select this option to show, hide, or minimize the Folder Pane and to show or hide Favorites.
<b>Reading Pane</b>	This button is used to show, hide, or change the layout of the Reading Pane.
<b>To-Do Bar</b>	Use this button to show, hide, or minimize the To-Do Bar and to show what is displayed on the bar.
<b>People Pane Group</b>	
<b>People Pane</b>	To show, hide, or minimize the People Pane and to configure social network accounts, click this button.
<b>Window Group</b>	
<b>Reminders Window</b>	Click this button to display the Reminder's Window. This is the window that displays when Reminders are set for Calendar items.
<b>Open in New Window</b>	This button is used to open the selected folder in a new window.
<b>Close All Items</b>	Use this button to close all additional windows.