

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.

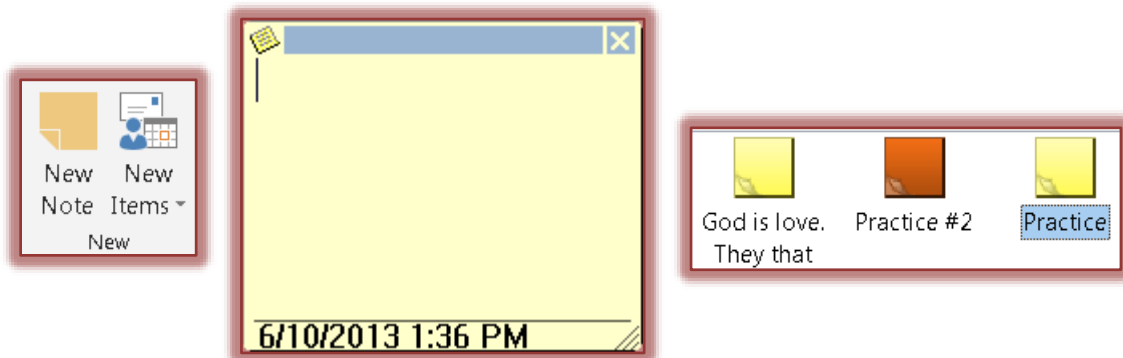
CREATE A NOTE

† In the **Folder Pane**, do one of the following:

- ✦ Click the **Notes** button (see illustration below).
- ✦ Click the **More** button and select **Notes** from the list (see illustration below).



- † 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** (see illustration below).
- † The **Note Form** will appear in the window (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 two lines of the **Note** will appear as the title for the **Note** (see illustration above).

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

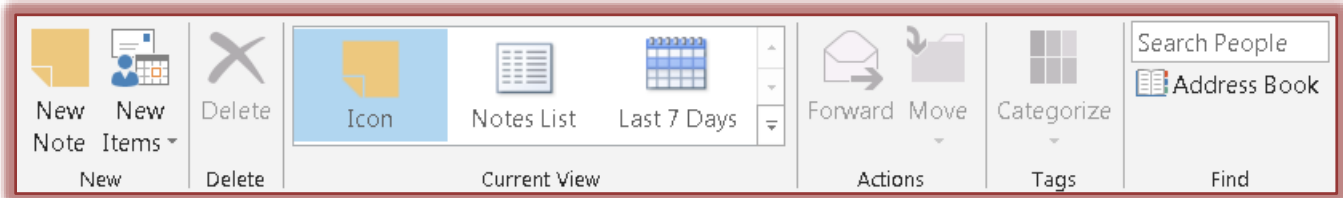
- † Do one of the following:
 - ✦ **Right-click** the **Note** and then click **Delete**.
 - ✦ Click the **Note** and on the **Home Tab** in the **Delete Group**, click the **Delete** button.

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

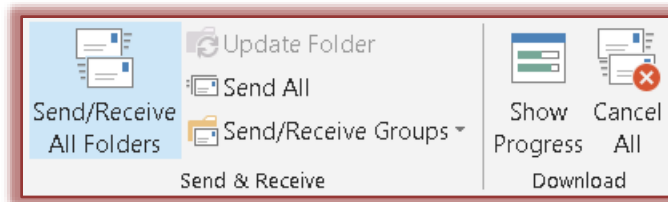
This tab is used to add a new note, to delete notes, to change the current view of the notes, to forward a note, or to move the note to a different folder.



Group/Button	Description
New Group	
New Note	This button is used to create a new note. When the button is clicked, a new Note will appear in the window.
New Items	Click this button to create a new item such as an email message, a contact, meeting, or task.
Delete Group	
Delete	Use this button to delete a selected note.
Current View Group	
Notes	To view the notes as an icon, click this button. The notes will appear in a post-it note shape.
Notes List	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.
Last 7 Days	Click this button to display notes that were created in the last seven days. Notes older than seven days will not display.
Actions Group	
Forward	Use this button to forward the selected note to another person. When the button is clicked, the Email Message window will display.
Move	To move or copy the selected note to a different folder, click this button. A list of folders will appear. Click the Other Folders to view additional folders.
Tags Group	
Categorize	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.
Find Group	
Find a Contact	To search for a name in the Address Book, click this button.
Address Book	Click this button to open the Address Book to look for names, addresses, or email addresses.

Send/Receive Tab

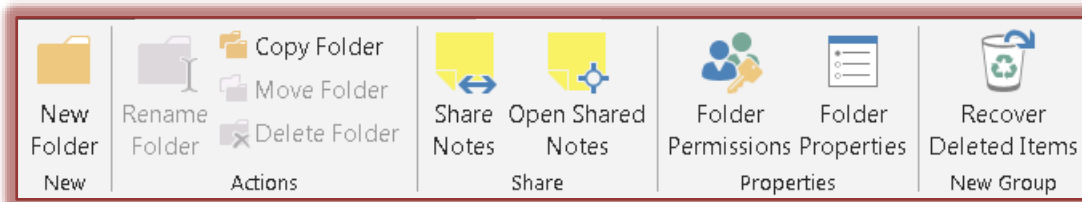
This tab allows you to work with options regarding sending and receiving notes in Outlook. It also contains options for changing the preferences for notes.



Group/Button	Description
Send & Receive Group	
Send/Receive All Folders	This option is used to send and receive items such as mail messages, calendar appointments, and tasks in all folders.
Update Folder	To send and receive messages to this folder, click this button.
Send All	Click this button to send all unsent items.
Send/Receive Groups	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.
Download Group	
Show Progress	Click this button to show the current send/receive status.
Cancel All	To cancel all current send/receive requests, click this button.

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.

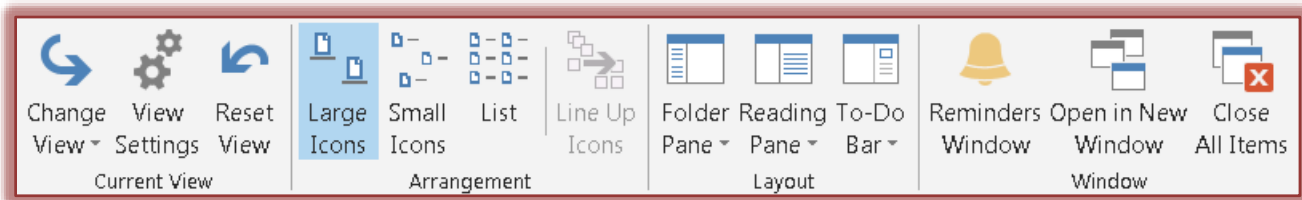


Group/Button	Description
New Group	
New Folder	Click this button to create a new folder in the Folder Pane. The New Folder dialog box will display when the button is clicked. This dialog box lets you specify where the folder is to appear in the Folder Pane.
Actions Group	
Rename Folder	To rename a selected folder, click this button. Once the button is clicked, the folder name will be highlighted. Type over the highlighted name to rename the folder.
Copy Folder	Click this button to copy this folder to a different location. The Copy Folder dialog box will display when the button is clicked.
Move Folder	Use this button to move the selected folder to a new location. The Move Folder dialog box will appear when the button is clicked.

Group/Button	Description
Delete Folder	This button is used to delete a selected folder. A message will appear asking you to confirm the deletion.
Share Group	
Share Notes	To share the selected folder with other people, click this button. The Sharing Invitation window will display. Input the name of the person who you want to share the folder with. Click the Send button.
Open Shared Notes	Click this button to open a shared Notes folder that has been sent to you.
Properties Group	
Folder Permissions	This button is used to view and edit the sharing permissions for the current folder.
Folder Properties	To view the properties for the selected folder, click this button.
New Group	
Recover Deleted Items	This button is used to recover items that have been deleted from the selected folder.

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.



Group/Button	Description
Current View Group	
Change View	Click this button to change the current view to a different view. A gallery of different views will appear. Click the Manage Views button create additional views or to make changes to the Current View.
View Settings	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.
Reset View	Use this button to reset all current view settings to the default settings for the selected folder.
Arrangement Group	
Categories	The options in this area are used to group Notes in the current folder by category.
Created Date	Use this button to display the Notes by the date they were created.
Reverse Sort	To reverse the sort order of the current folder, such as from oldest to newest, click this button.

Group/Button	Description
Add Columns	Click this button to choose which columns display in the current folder. The Show Columns dialog box will display. A list of columns will appear on the left that can be added to the list on the right.
Expand/Collapse	Click this button to expand or collapse groups in the current folder. The options are Collapse this Group , Expand this Group , Collapse All Groups , or Expand All Groups .
Layout Group	
Folder Pane	Select this option to show, hide, or minimize the Folder Pane and to show or hide Favorites.
Reading Pane	This button is used to show, hide, or change the layout of the Reading Pane.
To-Do Bar	Use this button to show, hide, or minimize the To-Do Bar and to show what is displayed on the bar.
Window Group	
Reminders Window	Click this button to display the Reminder's Window. This is the window that displays when Reminders are set for Calendar items.
Open in New Window	This button is used to open the selected folder in a new window.
Close All Items	Use this button to close all additional windows.