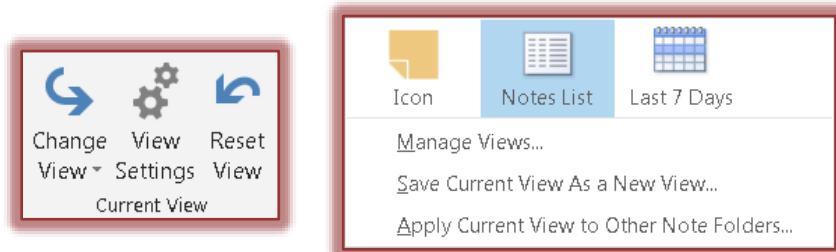


## ORGANIZE AND MANAGE NOTES

Notes can be viewed as 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.

### Change Notes View

- ✦ Click the **View Tab**.
- ✦ Click the **Change View** button.

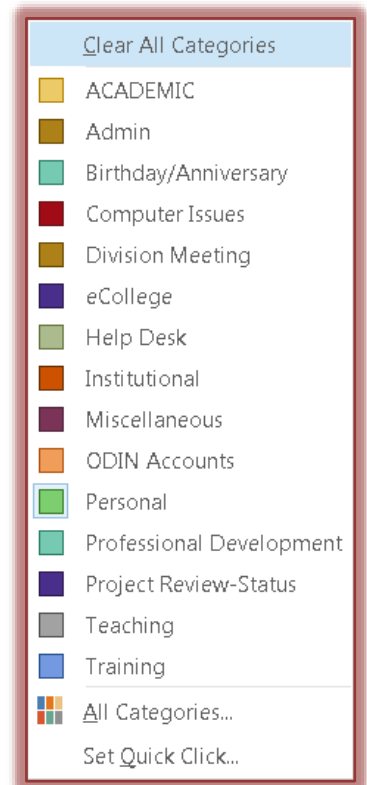


- ✦ A list of different views will appear. The options are:
  - ✦ **Icon** – This view shows the notes as a post-it icon. The name of the Note will appear below the icon. The date and time the note was created does not appear in this view.
  - ✦ **Notes List** – To view the notes in a list with the date and time the note was created, select this option.
  - ✦ **Last 7 Days** – Use this view to display the notes that were created in the last seven days. The notes will be grouped by dates. Notes that are older than seven days will not display.

### Assign Categories to Notes

Assigning a Category to Notes is the same as assigning a Category to an e-mail message or a Contact. The color of the Note will reflect the Category that has been selected.

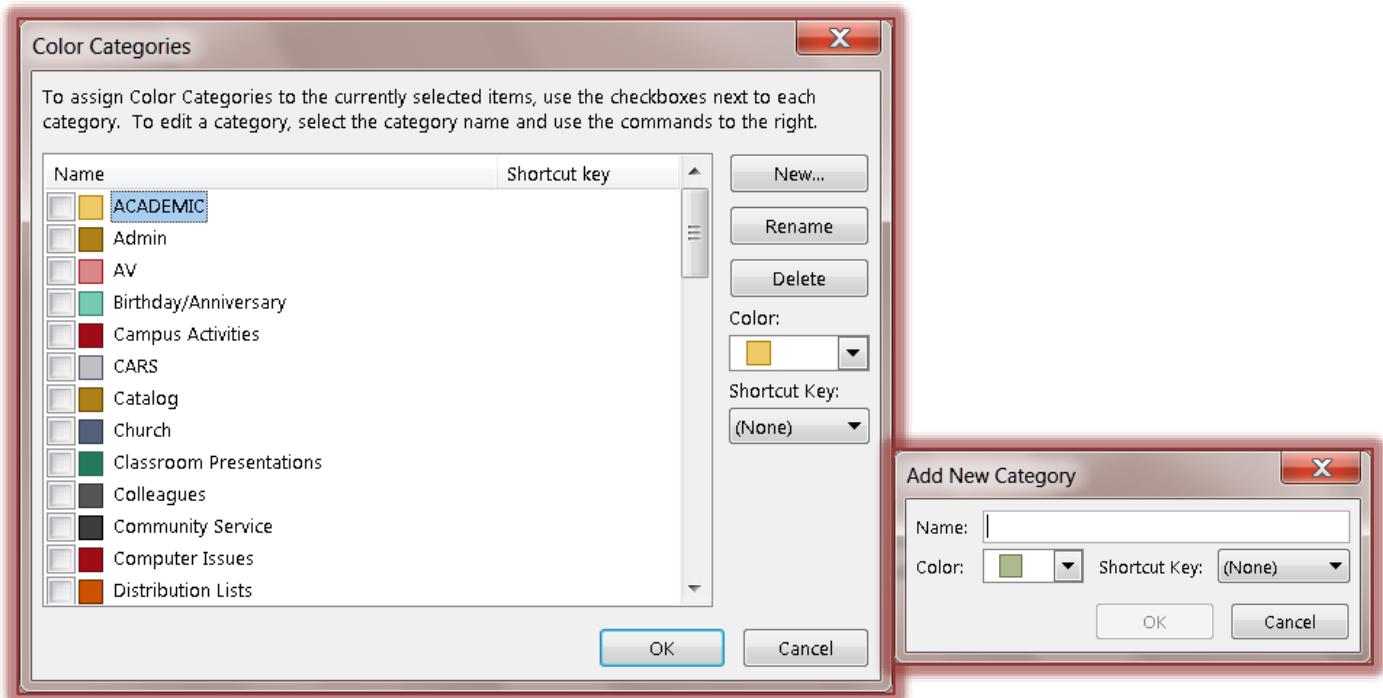
- ✦ Do one of the following:
  - ✦ Right-click one of the **Notes** and then select **Categorize** from the shortcut menu.
  - ✦ Click the **Note** and then click the **Categorize** button in the **Tags Group** on the **Home Tab**.
- ✦ A gallery of **Categories** will display (see illustration at right).
- ✦ Click one or more of the **Categories** in the **Available Categories** list.
- ✦ To display a gallery of additional **Categories**, click the **All Categories** link at the bottom of the list.
  - ✦ The **Color Categories** dialog box will appear (see illustration on next page).
  - ✦ Click the check box to the left of the **Category** to select it.
  - ✦ Click **OK** to exit the **Color Categories** dialog box.
  - ✦ To assign a different color to the Category, click the **Color** list arrow.



### Add a New Category

- ✦ Click the **New** button on the right side of the **Color Categories** window.
- ✦ The **Add New Category** dialog box will display (see illustration on next page).
- ✦ Type the name for the **Category** in the **New Category** text box.

- ✦ Select a color for the new **Category** from the **Color** list.
- ✦ To assign a shortcut to the **Category**, click the **Shortcut Key** list.
- ✦ Click the **OK** button to exit the dialog box and save the changes.



### Forwarding Notes to Others

- ✦ Do one of the following:
  - ✦ Right-click the **Note** and then choose **Forward** from the shortcut menu.
  - ✦ On the **Home Tab** in the **Actions Group**, click the **Forward** button.
- ✦ Input an **Email Address** for the recipient in the **To** box.
- ✦ In the **Message** box, input a short message for the recipient.
- ✦ Click the **Send** button.
- ✦ Click **OK** to exit the **Outlook Options** window.

