The Notes Folder

Creating notes

1. Activate notes by clicking on the icon located in the lower portion of the Navigation pane.

2. Click New

3. Type the information in your note.

4. Click to close the note.

5. To open the note, double-click on the note icon located in the Folder Contents list.

The open note can be moved anywhere on the Desktop. You can minimize Outlook and the Note will still be displayed on the Desktop.
Customizing notes

By default a Note is yellow in color and a medium sized font. You can customize notes by changing their color, size and font properties.

1. On the Menu bar, choose Tools, Options to open the Options dialog box.
2. Under Contacts and Notes, click Note Options to open the Notes Options dialog box.

3. From the color list, select the desired color.
4. From the Size list, select a size for the note.
5. Click Font to open the Font Dialog Box. Select a font and click OK.
6. Close all dialog boxes and accept the changes by clicking OK.