

Tuesday TechTip:


Outlook stickynotes

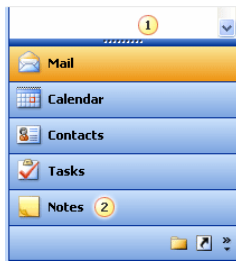
Utilizing Outlook's sticky note feature, you may post notes to yourself electronically as you would on a paper sticky note. Notes are good temporary place to keep information until you have time to deal with it more permanently.

Examples of when to use notes:

- Directions on how to do something
- a to-do list
- a software trick or tip
- Website URL
- Vendor information

Open a new note:

2. To access Outlook notes, open Microsoft Outlook.
3. On the left hand side of Outlook, click **Notes** or the shortcut icon .



4. On the **File** menu, point to *New*, and then click **Note**.
5. Immediately type, or paste text, unto note. The first line is information that you will see as the note title.
6. Changes are automatically saved as you type. Unlike other Microsoft software, there is not a need to *save* before closing the Outlook note.

Shortcut:

- Create a new note from anywhere in Outlook by pressing **CTRL+SHIFT+N**
- Double-click anywhere in the *Notes* window to create a new note

Categorize notes by color!

Personalize notes via the *Note Properties* dialog by right-clicking on a note. By default, note color is yellow. You may change the color to **Blue**, **Green**, **Pink**, or white.

Notes are versatile:

- Forward a note to someone by attaching the note to an e-mail message by right-clicking the note, and then clicking **Forward**.
- Easily print a note by right-clicking a note, and then click **Print**.
- Arrange notes as you'd like by clicking and dragging them wherever you'd like in the *Notes* window.