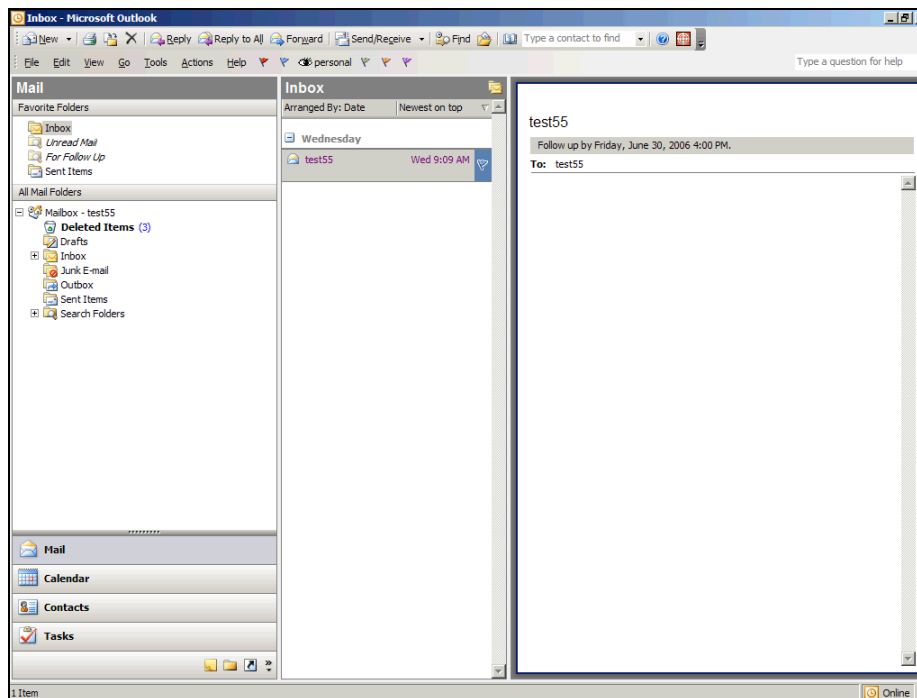


Notes

Sending Notes as Email

Procedure

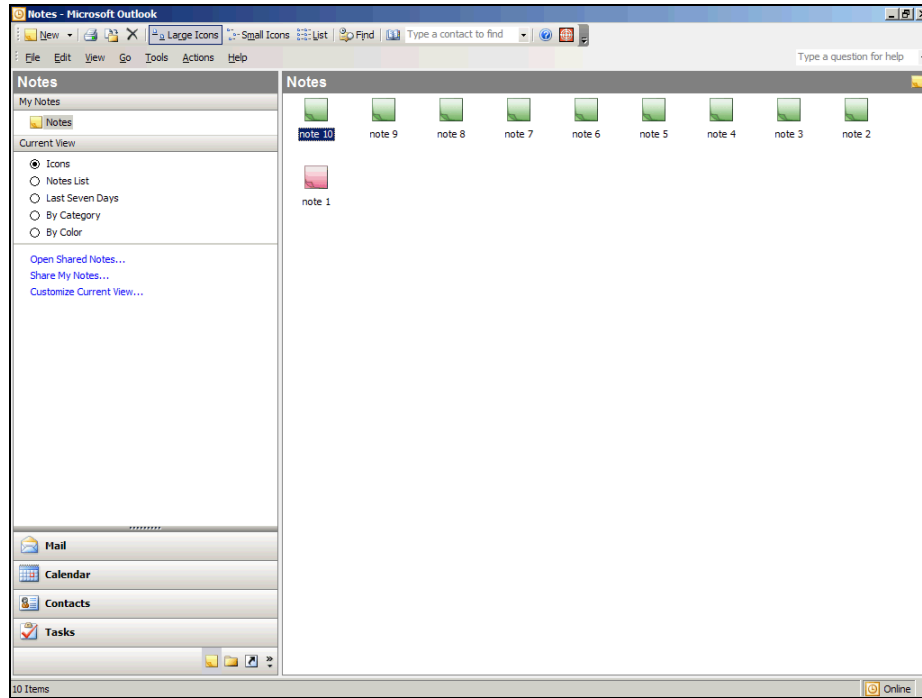
Outlook users can also send notes as email attachments.



Step	Action
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1. To begin, click the **Notes** icon.

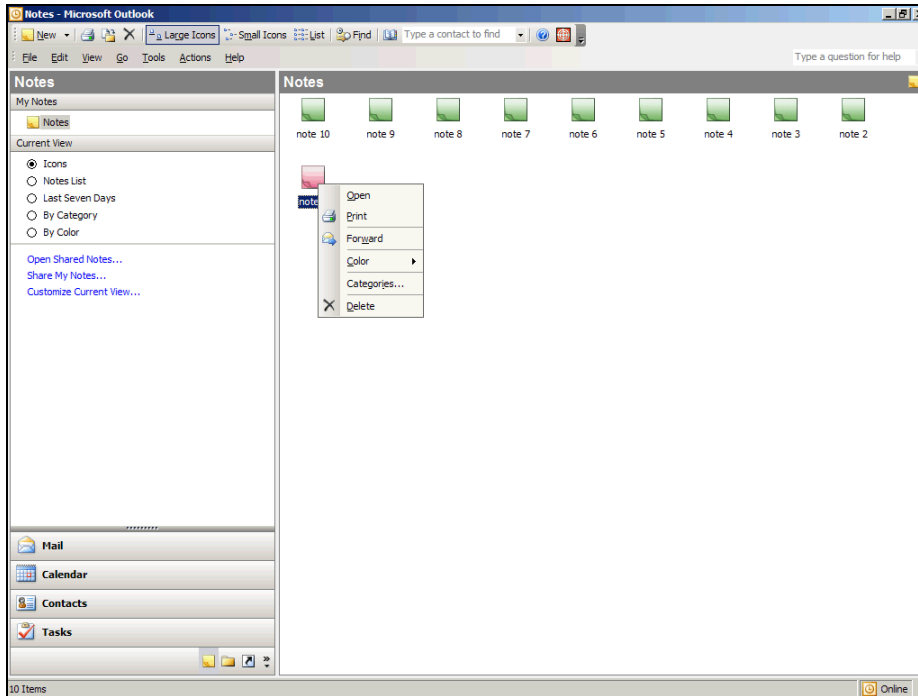




Step	Action
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2. Right-click on the note you want to send.



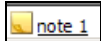


Step	Action
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3. From the drop down list, select **Forward**.



4. The note is now an email attachment. Address and send the note as an email.



5. Congratulations, you have successfully completed the topic on Sending Notes as Email.

End of Procedure.