

Microsoft Outlook – Forwarding a Note

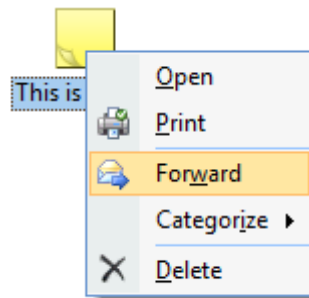


Forwarding a Note.

Select with the mouse the Note that you require to forward.

Click the right mouse button, a short-cut menu will be displayed.

(reverse if mouse has been set for left hand use).



Select Forward option, the note will be attached to a new email message.

Address the email message and send.