

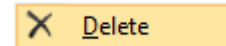
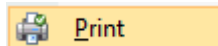
Microsoft Outlook – Printing



Printing & Deleting Notes.

To Print or Delete a Note.

Select with the mouse the Note that you wish to **Categorize**.



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

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

Select the desired option, **Print** or **Delete**.