



Notes

Help Documentation

Notes

Notes Overview

SmarterMail allows you to store all of your notes in a single place, accessible from the web wherever you are. Notes can be used to store to-do's or important checklists. Some features of SmarterMail notes are:

- Several fun colors to choose from
- The ability to assign a category to a note

To get started with notes, click on the New Note link under the Notes tree on the sidebar.

Adding a Note

To add a note to your note list, click on New Note when viewing your notes, or from the sidebar.

If you wish to add a note to a shared note list (Enterprise Edition Only) , you must be viewing the list, then use the New Note button from within the page.

- Color - Choose a color to make this note. You may wish to assign colors based on urgency or however you wish to color code.
- Note - The actual body of the note.
- Categories - You may assign one or more categories to each note to make for easier searching.

My Notes

The My Notes page lists all of your notes in one place and lets you sort and track them easily. View your notes by clicking on My Notes under the Notes tree in the sidebar.

Adding a Note - Click on the New Note button to add a new note item. For more information, see the topic Adding a Note .

Editing a Note - Click on the subject of a note to edit it.

Deleting a Note - To delete a note, click on the actions popup menu next to it and choose Delete.

Sharing Notes with Other Users (Enterprise Edition Only) - For information about sharing, please see the topic Sharing Your Own Resources .