



# Creating New Notes

Help Documentation

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To create a new note, click New in the navigation pane toolbar and then click New Note . This will open a new note window that you will use to add the note to SmarterMail.

### Saving Note Details

When you add a new task in SmarterMail, you can save as much or as few details about the note as you like. In general, task details are divided into two sections:

- Details - Type the text of the note and specify the color of the note. Note: The color and text of the note are the only required fields to save a note.
- Categories - A category provides a way to organize your notes into manageable groups. To add a category, simply click the Master Categories button and type the new category name. Note: Be sure to separate categories with a comma.