

# Notes

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WizMailer allows you to store notes within the webmail interface. There is a simple and easy to use text editor along with folder hierarchy for you to write and organize your notes. Notes can be any text you'd like to save. For example: a to-do list, list of passwords or even quotes from emails that you can re-use.

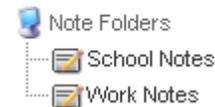
You can also synchronize your notes with Outlook using our Outlook plug-in.

## Overview



To the right is a picture of the WizMailer Notes Bar with some options and your notes folder tree. Remember, you can create more than one Notes folder and even have them organized as sub-folders.

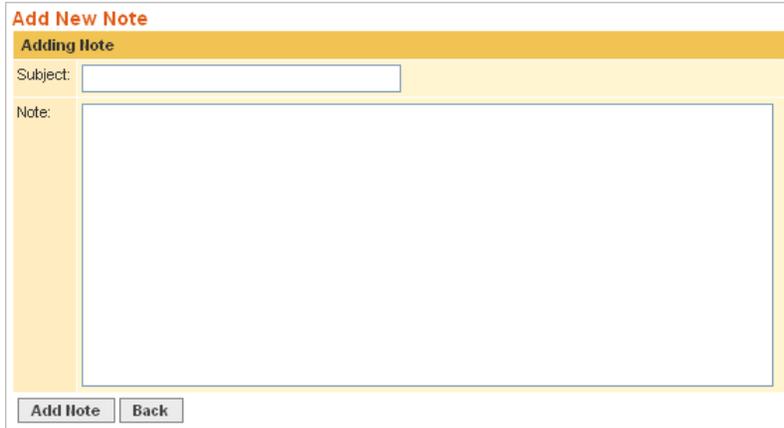
To access your note items, click on a Note folder. You should then be able to preview your items if you already have some saved. By default, the items in the root folder will be loaded and displayed on the main screen area as shown below:



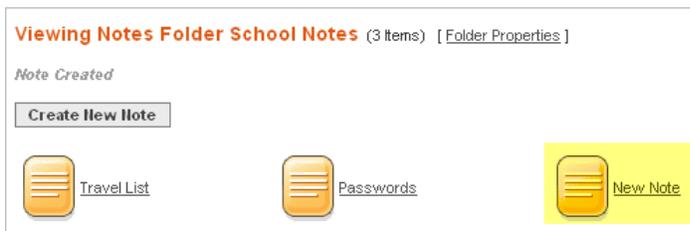
Click on any of the note icons to view it.

## Adding a New Note

To add a new note, go to the Notes section of webmail and click on the “Create New Note” button. If the note to be created needs to be located in a sub-folder, visit that sub-folder first, and then click on the “Create New Note” button.

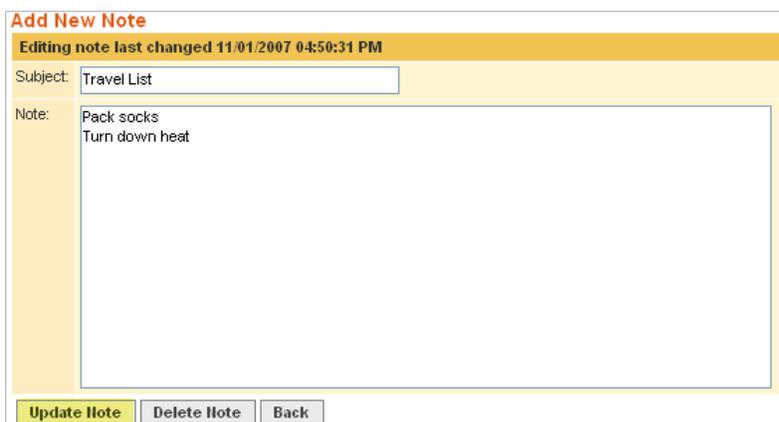


Fill in the subject line and the note fields. The subject line will be used as the title of the note. When you are done, click on the “Add Note” button to save your note and return to the notes folder. Your new note will show up as a new icon in the folder preview area:



## Updating a Note

To update a note, simply click on the note icon to view the details. You can then update the subject and the note field. When you are done, click on the “Update Note” button.

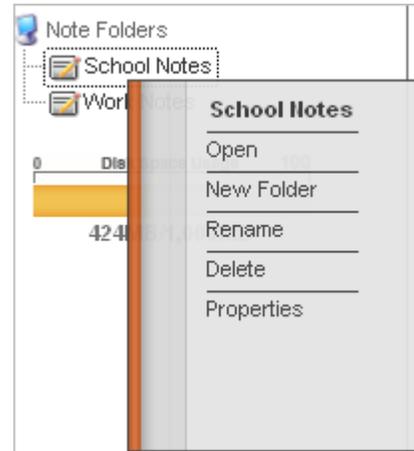


## Deleting a Note

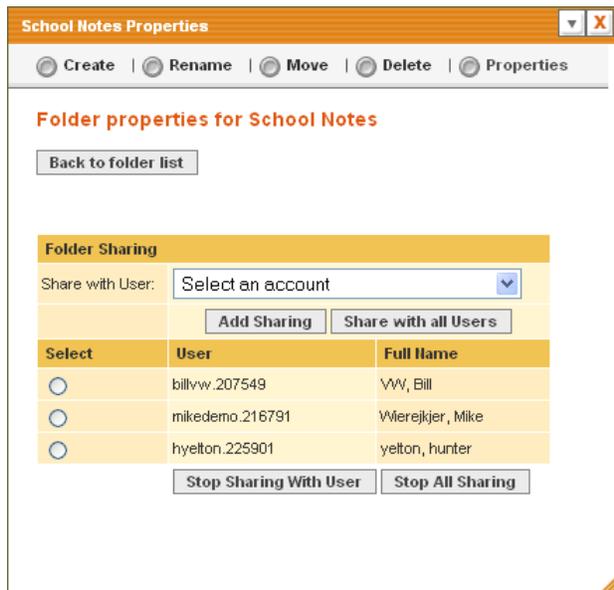
To delete a note item, click on the note item and hit the Delete Note button to delete the note.

## Sharing Notes

If you have more than one account in your package, you can share your note folders to other accounts. To do so, right-click on the notes folder you want to share and select “Properties” from the context menu.



Select the account to which you'd like to share the folder and click on the “Add Sharing” button. This will replicate the folder as a shared folder in the other account.



## Syncing Your Notes to Outlook

We also provide a plug-in for Outlook, Outlook Express and Blackberry that allows you to automatically sync your note items. These plug-ins can be downloaded by logging into your webmail account and going to Settings -> Utilities -> FuseSync Plug-in for Outlook, Outlook Express & BlackBerry. Download and install the plug-ins and refer to our plug-in manual for more information.