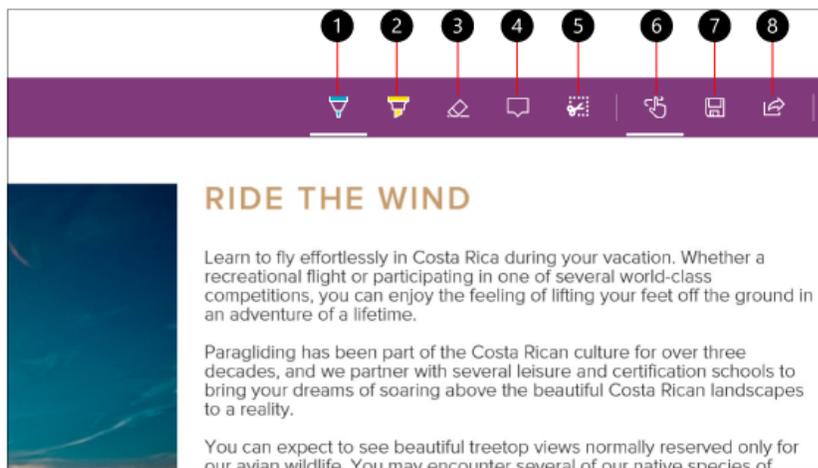


Add notes to sites in Microsoft Edge

Microsoft Edge is the only browser that lets you take notes, write, doodle, and highlight directly on webpages.

1. Select **Microsoft Edge** on your taskbar, and go to the page you want to write on.
2. Select **Add notes** and then select **Ballpoint pen** (1), **Highlighter** (2), **Add a note** (4), or **Touch writing** (6), to mark up the page. Select **Eraser** (3) to delete marks or notes or **Clip** (5) to copy a portion of the marked-up page to your clipboard.



3. Save the web note by clicking on the #7 on the purple task bar. Give the note a name, you can retrieve the note whenever you need it.

Do you use the out of office tool or are you creating new task in Outlook?

If you have a start date and you want to make the end date a number of days away From the start date,

1. Enter the date in the start time

Start time:	Mon 4/1/2019	12:00 PM
End time:	7 days from now	12:00 PM

2. Type in the number of days from “now” (now being the start time)
3. Hit enter.

It figures the date out for you!

This works for new tasks also! Right click on the outlook icon at the bottom of your screen. Select New task. Fill in the information. For the date, type in your start date, if you are giving 90 days for the task to be complete, type in “90 days from now”, assign the task!

Save your email as a pdf.

1. Open the email message.
2. Click **Ctrl+P** to open the Print dialog, then select Adobe PDF under the drop down.
3. Select **Print**, pick a folder, name your PDF, then select **Save**.

TIDBITS
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When: Monday, April 8, 2019 at 10am PT | This 60-minute session introduces you to the key activities needed to get started with Microsoft Teams today. From setting your profile, to running a meeting, users will leave this session with the foundation needed to use Teams with confidence. Check [here](#) for sessions in different time zones and other dates.

The session is also available on demand at <https://aka.ms/teamsgettingstartedondemand>.

<https://microsoftteams.eventbuilder.com/event/3476>

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