

### Step 01

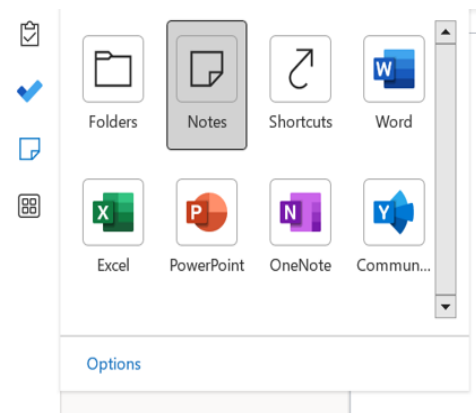
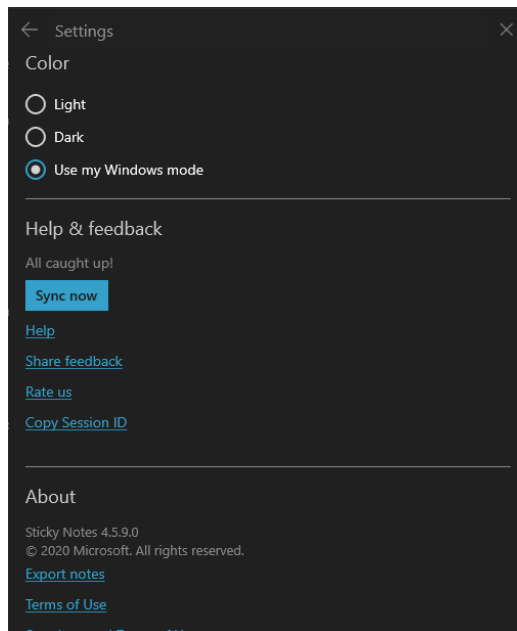
#### Open Sticky Notes App -

Click on the cog wheel in the top-right hand corner to open settings.

Ensure notes are being synced.

Open Outlook and select the More Apps section on the left.

Sticky Notes should be available in the Notes section.



*If you are stuck and in need of assistance please submit a help desk ticket to [HELPDESK@TRIAFED.COM](mailto:HELPDESK@TRIAFED.COM) and a technician will reach out.*