Adding a Personal Note to an email

Don Guilbeault - 2026-11-16 - Comment (1) - EMAIL

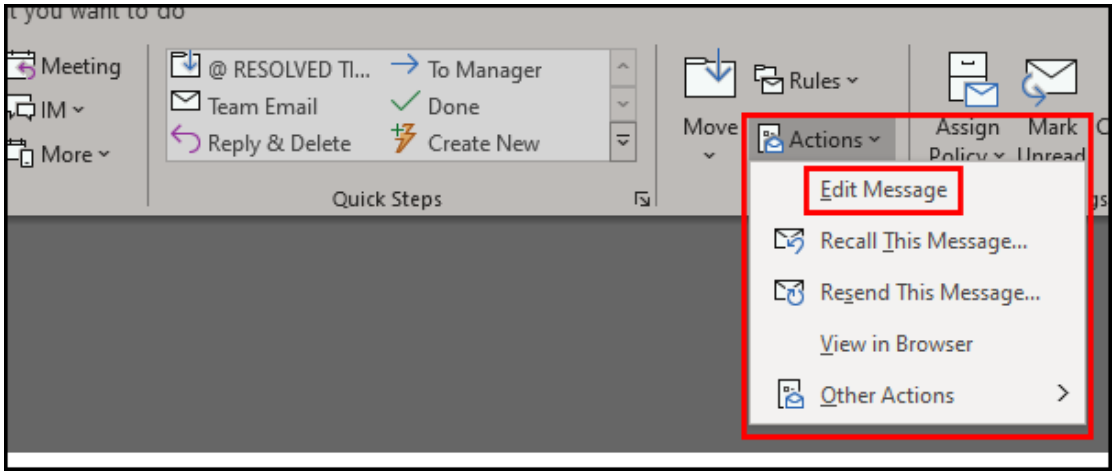
Adding a Personal Note to an email

Have you ever wanted to add a personal note to an email, something a little more detailed than basic reminder flag. Then wait no longer, below I will outline a couple of different ways you can add a note to an email you have received.

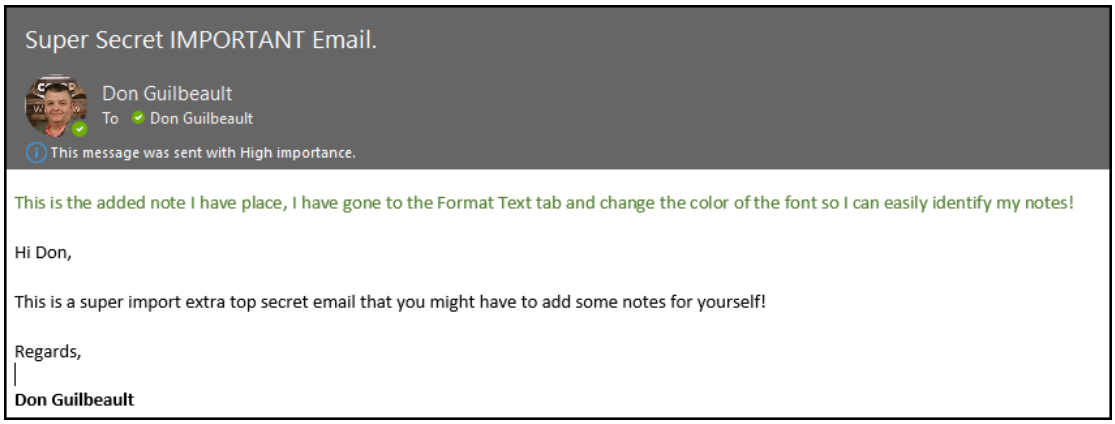
Option 1: Edit Message Body

The first options is basically editing a message body with the notes you would like to contribute to an email. To do this, you must enable editing of the message.

- Double Click on the message to open the Message window
- On Message Tab of the Message window Click on Actions and select Edit Message from the drop-down menu.

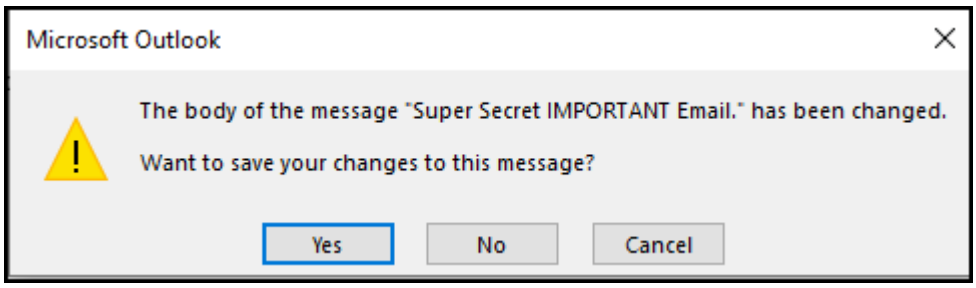


- Click in the body message and type your note.



!Helpful tip: *To help identify your note from the rest of the message click on the Format Text Tab and change your font color so you can easily identify your note from the main message body.*

- Next, close the Message windows and you will be prompted to save the changes you have made. Click yes

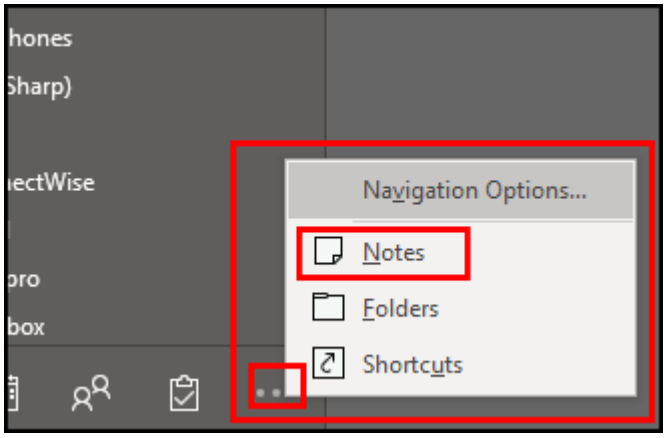


Now you will see your note in the message body.

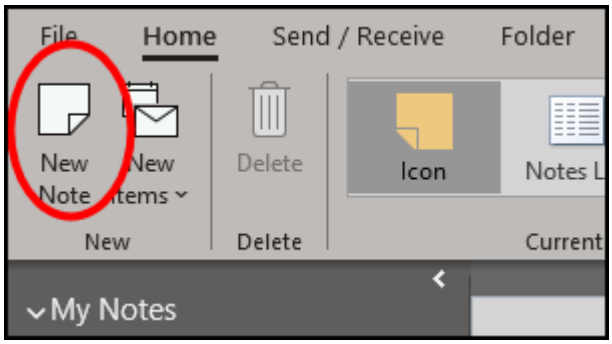
Options 2: Using Outlook Notes

Your next option is using the Notes Section from the Outlook Navigation pane that you can attach to an email message.

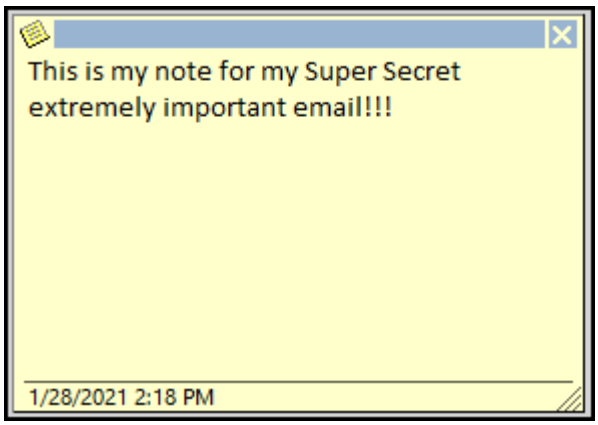
- To start let's click the ... button on the Navigation Bar in Outlook and select Notes from the popup menu.



- Click New Note on the Home tab of the Notes window to create a new note. ***!tip: (Ctrl + N) is a keyboard shortcut for Windows users.***

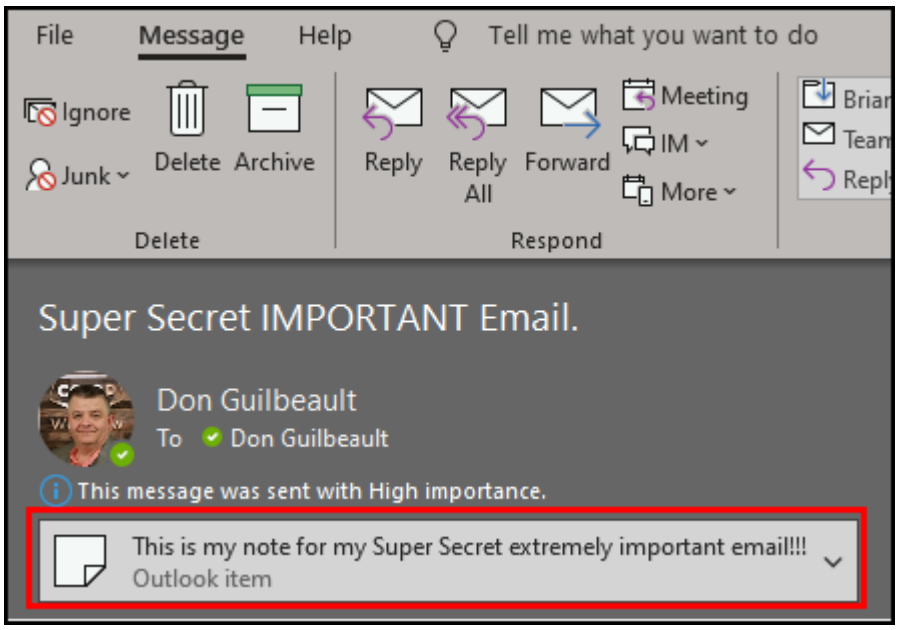


- Enter the text for your note in the small note window that displays and click the X button to close the note, saving it.

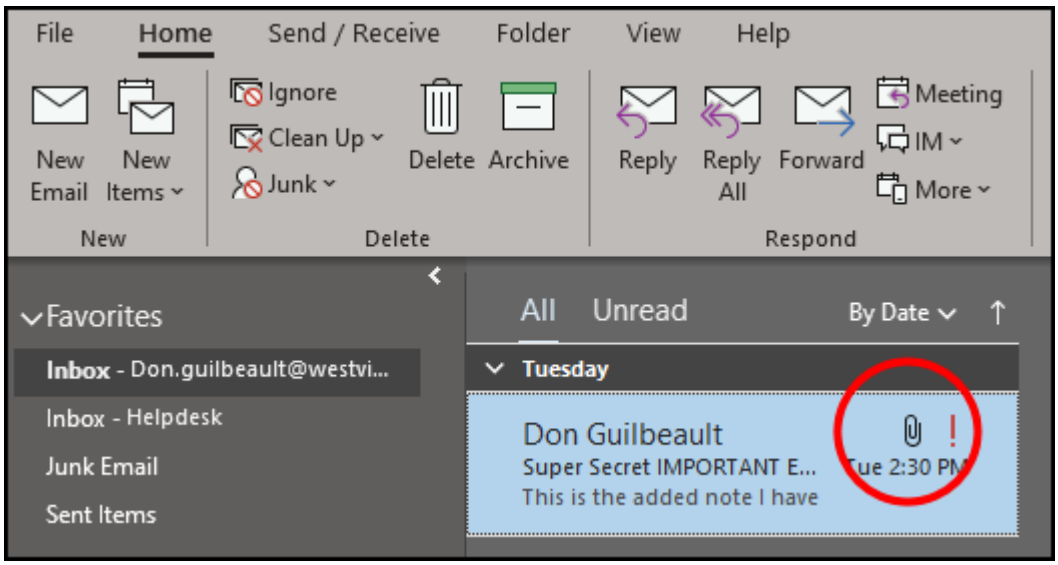


!Tip: You can click and drag the triangle on the bottom right corner to change the size of your note.

- To attach the note to the email message, make sure the Mail section of Outlook is active. Double-click on the message onto which you want to attach the note. Leaving the Message window open and go to Actions --> Edit Message, go back to the main Outlook window and select Notes from the Navigation Bar, as mentioned above. Drag the note you created to the message window. The note is added to the message as an attachment.



- Finally close the email and save the changes. You will notice now that the message has the paperclip icon noting that the email now has an attachment containing your note you just added.



When you add a note to an email message as an attachment using the Notes section of Outlook, you don't have to keep the original note. The note is now saved with the message, and can be deleted from the Notes section. of Outlook.

IMPORTANT! - Remember if you forward or reply to this email your notes will be included with the email so be sure to stay on brand!

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5 years ago
Additional TIP! if you find you can not change the font color when editing the message body. All you need to do is on the Format Text tab is change the email from Plain Text to Rich Text and this will enable your text formatting features.