

NOTES

Take notes in Fastmail

Fastmail has a built-in place for everyday notes — shopping lists, project ideas, call logs, checklists, anything worth jotting down. Best of all, your notes ride along with your mail, so they're on every device and backed up with your account.



Quick Steps

- 1 Open **Notes** — click the notes icon in the left sidebar, or pick **Notes** from the app menu at the top-left.
- 2 Click **New note**.
- 3 Type your note. Use the toolbar to format it (lists, bold, color), or click **Make plain text** for a simple note.
- 4 Click **Save** — notes are **not** saved automatically.
- 5 Later, find a note with **Search**, and **pin** important ones so they stay at the top.

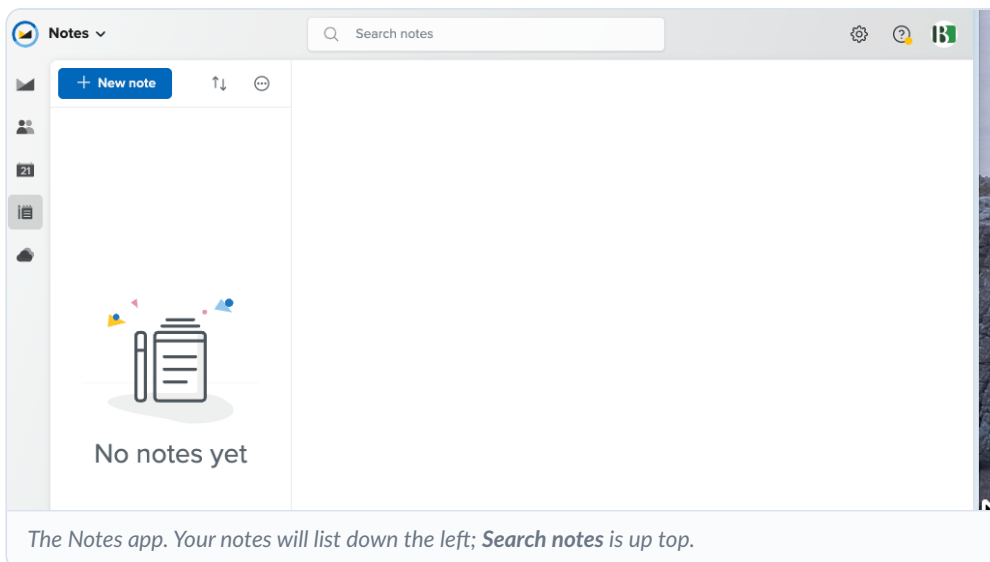
! Remember to click **Save**.

Unlike some apps, Notes does **not** save as you type — your changes are only kept once you click **Save**. Make it a habit before you switch away.

Illustrated Walkthrough

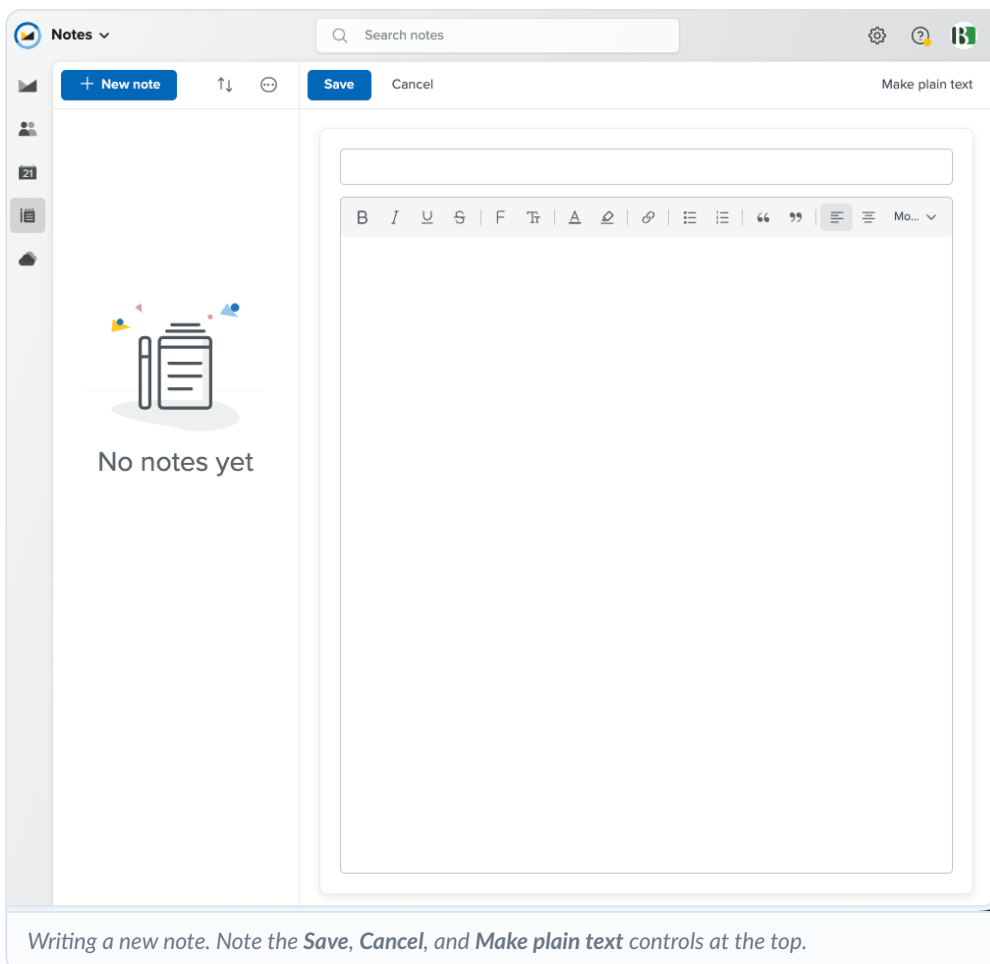
1 Open Notes

Click the **notes** icon in the left sidebar (or choose **Notes** from the app menu at the top-left, next to the Fastmail logo). The first time, you'll see "No notes yet" and a blue **New note** button.



2 Create a note and write it

Click **New note** and start typing in the editor. The first line acts as the note's title in your list. A formatting toolbar lets you add **lists**, **bold**, and color when rich text is on; prefer something simpler? Click **Make plain text**. When you're done, click **Save** (or **Cancel** to discard).



3 Find and organize your notes

As your list grows, use **Search notes** at the top to jump to one by a word it contains, and the sort control to order them. To keep a note handy — an office checklist, say — **pin** it; pinned notes always stay at the top of the list.

! Good things to keep as notes.

Recurring checklists, a list of accounts and what each is for, steps you always forget, meeting and phone-call notes, or a running list of ideas. Anything you'd scribble on a sticky note belongs here instead — where it won't get lost.



Why keep notes in Fastmail?

You could use any notes app — but keeping them in Fastmail has real advantages, especially for a business:

ON EVERY DEVICE

Notes sync to the **web**, the **Fastmail app**, and your iPhone or iPad's built-in **Notes app** — always with you.

SAFE WITH YOUR MAIL

They're stored in your account, so they're **backed up** and searchable with the same login — nothing extra to manage.

PRIVATE TO YOU

Notes are personal to your account — a reliable place for **each team member's** own procedures and reference info.

Getting notes on your phone.

On an **iPhone or iPad**, your Fastmail notes can appear right in Apple's built-in Notes app once your account is set up. On **Android**, the Notes view isn't built in — you can use the Fastmail website, or a third-party sync app (Fastmail suggests **DAVx⁵**).

One caution on Apple devices.

If your iPhone or iPad is also set to sync Notes to **iCloud**, it can stop Fastmail from syncing and, in some cases, lose notes. Let your Apple device sync notes through your **Fastmail** account, not iCloud. If something ever goes missing, Fastmail's **Restore from backup** can bring it back — or just ask Dr. Bob.



Provided to you free of charge, courtesy of **Bourdage Consulting**

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