

# How to Access your Sticky Notes from Outlook.

To view your Sticky Notes in Outlook desktop app:

**1.** Open Outlook and, if you haven't already done so, add your Microsoft account to Outlook. (From **File** menu, click **Add Account** and then follow the onscreen instructions to add your MS Account).

[image.png](#)

**2.** After adding your MS account, click on More apps iconimage on the sidebar and click Notes, to view your Sticky Notes in Outlook.

[image.png](#)

To view your Sticky Notes in Outlook for web:

**1.** Go to [Outlook.com](https://outlook.com) and log in with your Microsoft account.

**2.** From the left-side navigation panel, click **Notes** under the Folders section.

[image.png](#)

**3.** Here, you can access all your synced notes. By right-clicking on the sticky note, you can easily copy its contents and paste them somewhere else if required.

[image.png](#)

**Tip:** If you accidentally deleted one of your sticky notes, you can also easily restore them from Outlook. Just go to the **Deleted Items** folder, select the deleted note and click the **Restore** button on the Toolbar.

Revision #2

Created 2024-08-29 04:09:16 UTC by Administrator

Updated 2024-08-29 04:10:12 UTC by Administrator