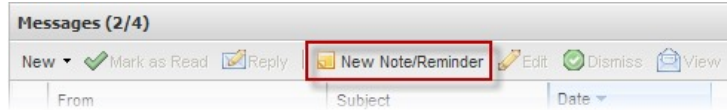
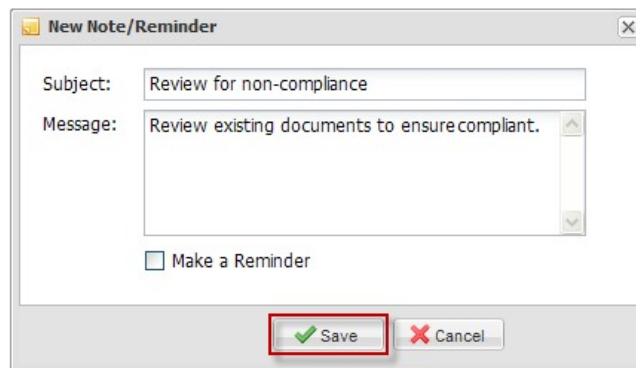


Creating a New Note

1. Click **New Note/Reminder**. The New Note/Reminder popup window will open.



2. In the window that opens, enter a subject and a message for the note.
3. Click **Save**.



4. Your note will be displayed in the COI's Messages tab. All notes are marked with a 📌 icon.