

Use Microsoft Edge to collaborate Windows 10

Quick start guide for info workers

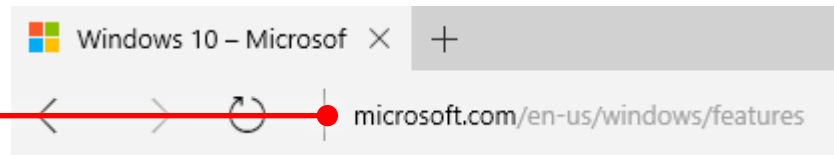
Project your webpage to quickly collaborate during a meeting, take notes on it that everyone can see, and then share them in an app or send them in email. Here's how...

1. Open Microsoft Edge

It's on the left side of the taskbar.



2. Enter an address



3. Select Make a Web Note

It's in the upper right.



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
The new toolbar appears at the top of the page.

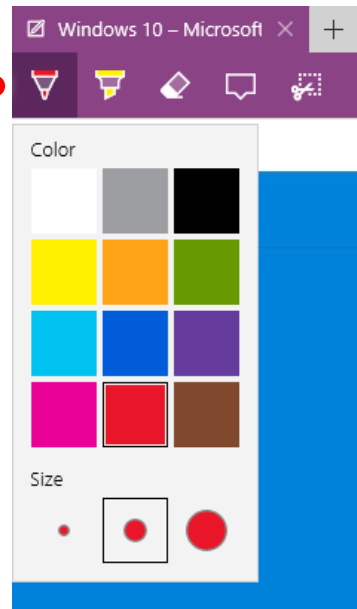
Pick a writing tool over here

Save and share what you've done over here

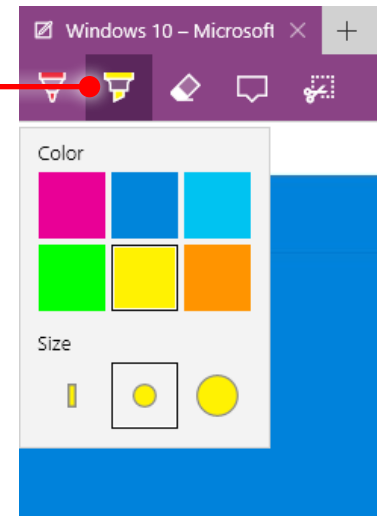


Much more than just a red pen...

But it's what's set by default. Select the **Pen**  to change the color and size.

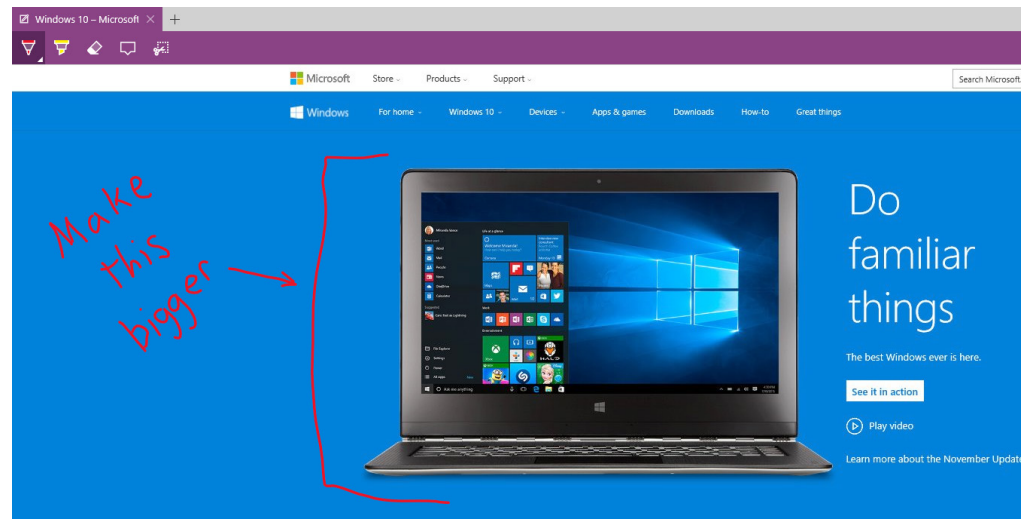


The Highlighter  next to the Pen  works the same way




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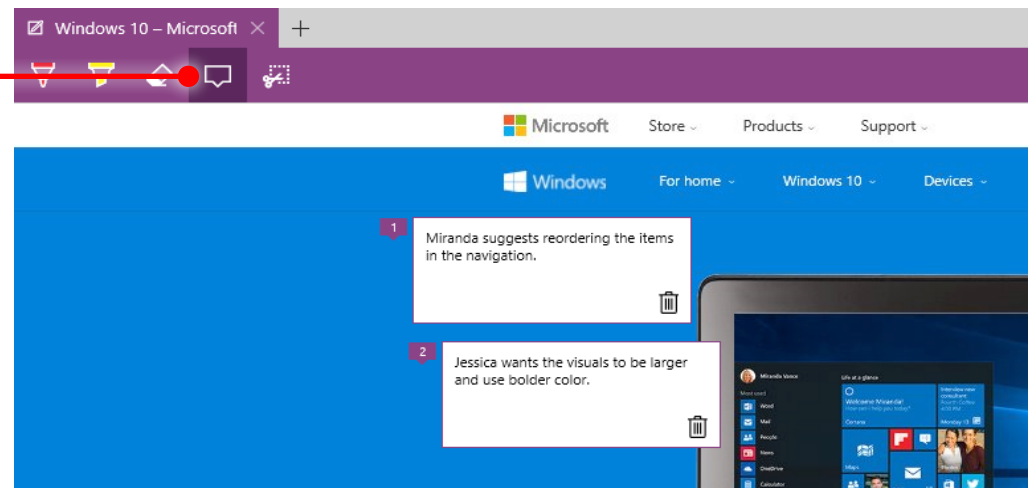
Use a pen or finger on a touch screen, or even use a mouse as we did here:



Don't have a touch screen? Have a lot to say? Type it.

Add a comment


Select **Add a typed note**  and tap or click where you want the comment to appear.




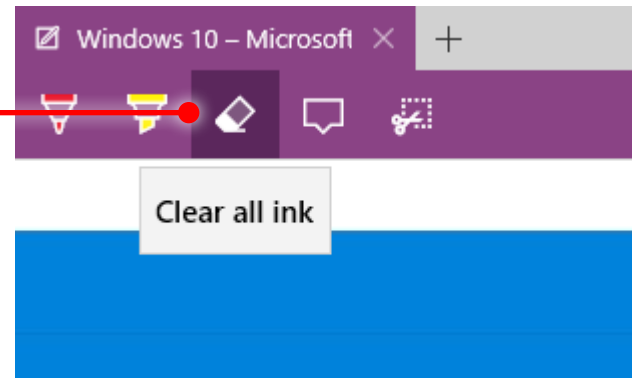
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Made a mistake? Erase it.

Erase just a part or everything at once

Select the **Eraser**  and start removing a single line at a time with your finger, stylus, or mouse.

Or select the **Eraser**  again, select **Clear all ink**, and get rid of everything at once.



When you're done editing, share the whole thing , save everything , or clip  just a piece and paste it in an app or email.

Clip with this button



Share using this button

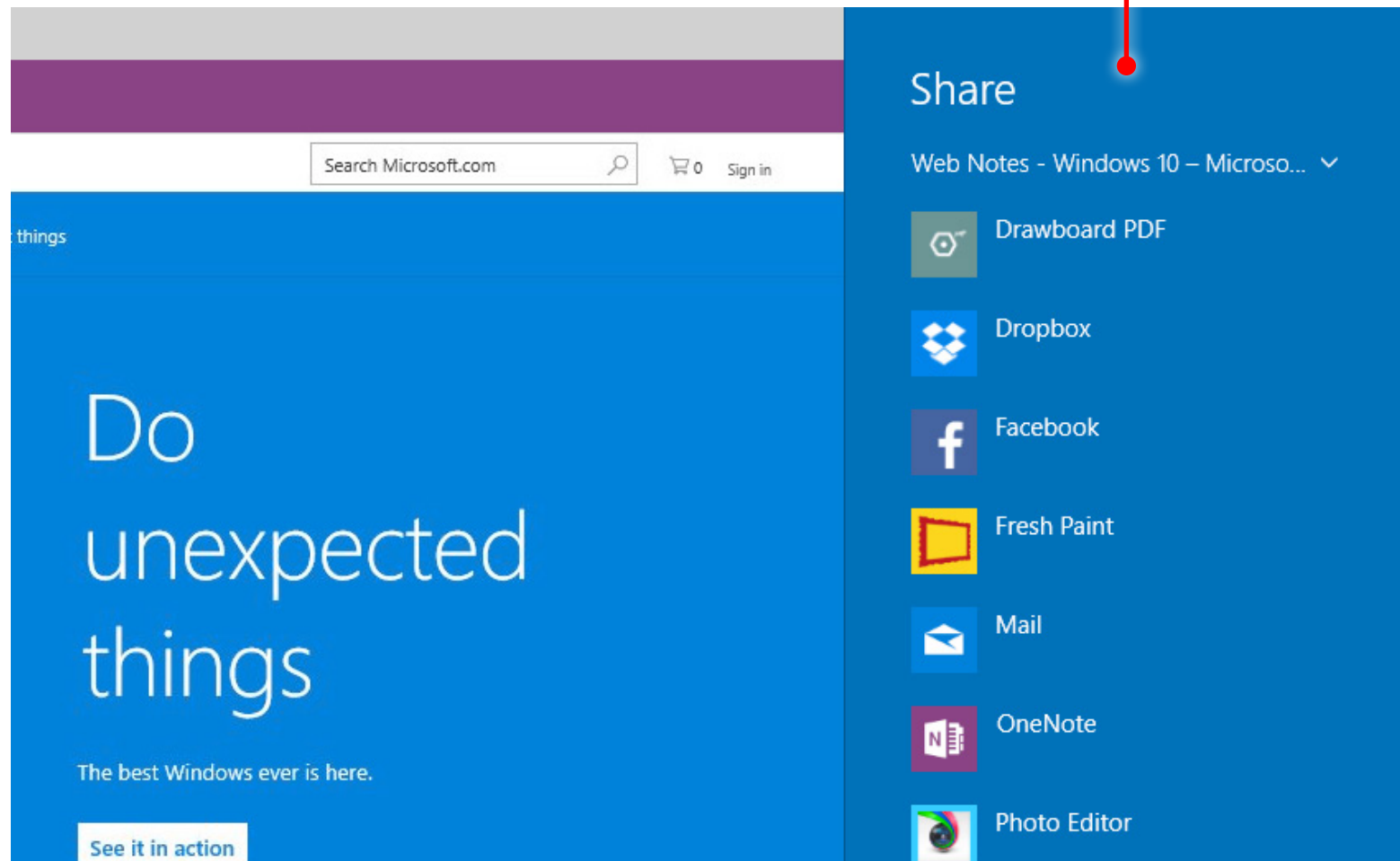
More about this on the next page...

Save with this one

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The sharing options available to you depend on what's available on your work PC.

You'll see the list of apps here



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Done? Exit is on the right

You don't need to close the window

Select **Exit** to stop writing on a page and close the Web Notes toolbar.

