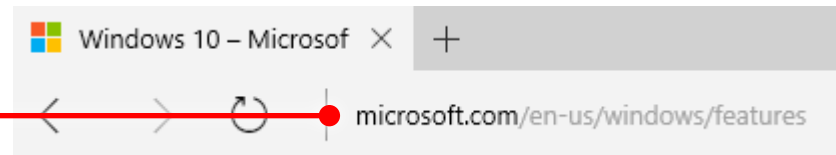# Use Microsoft Edge to collaborate

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...
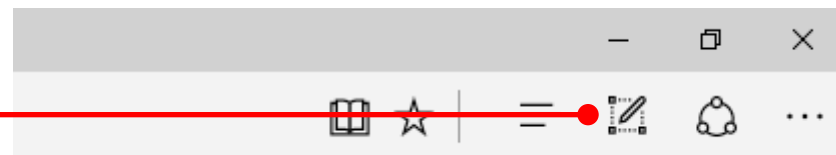
1. Open Microsoft Edge
It's on the left side of the taskbar.

2. Enter an address

Windows 10 – Microsof   ✕   +

microsoft.com/en-us/windows/features

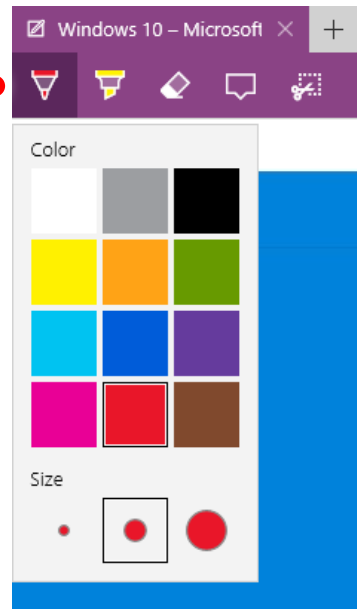**3. Select Make a Web Note** 📝
It's in the upper right.

The new toolbar appears at the top of the page.

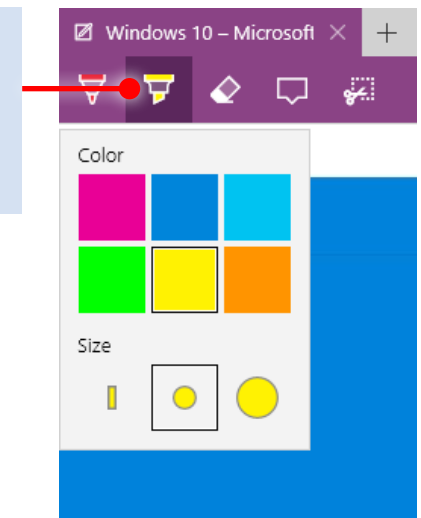Pick a writing tool over here

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.
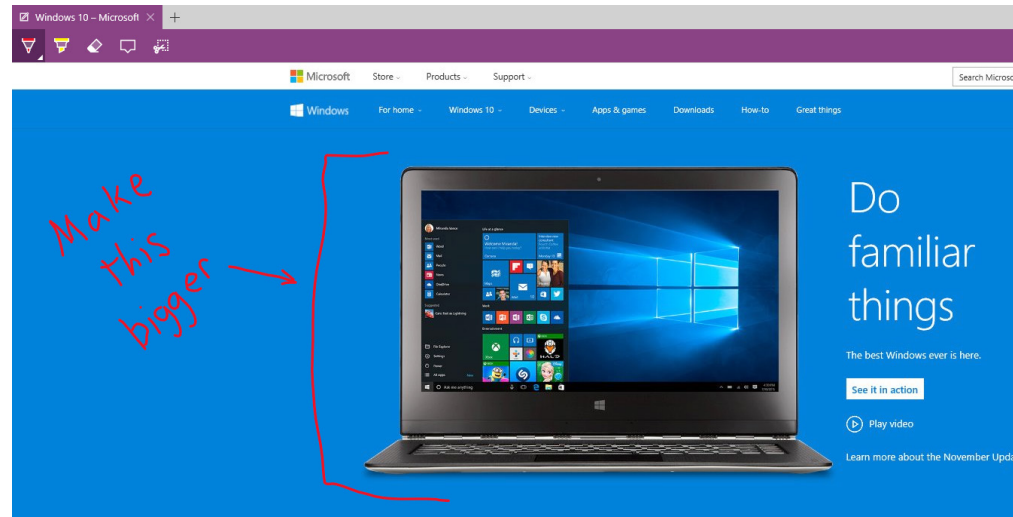
Color

Size

The Highlighter next to the Pen works the same way

Color
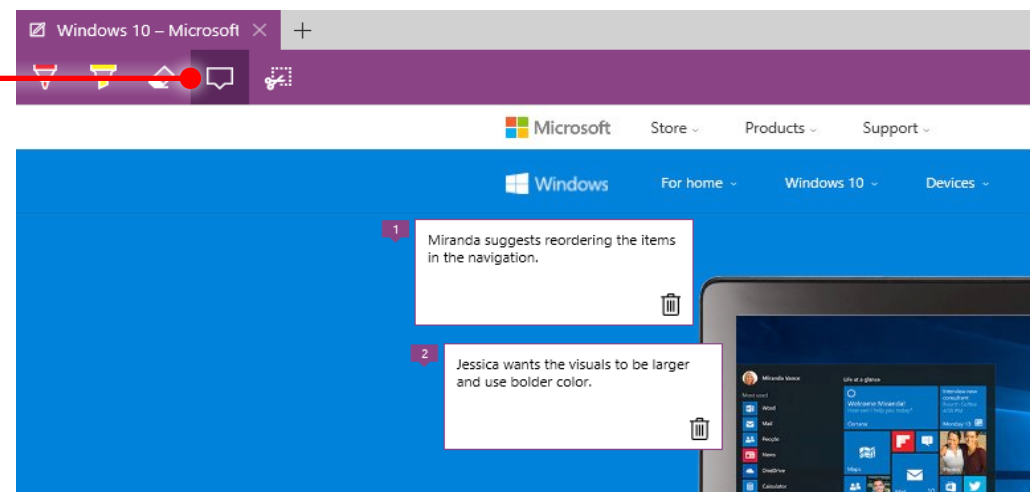
Size

Use Microsoft Edge to collaborate

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

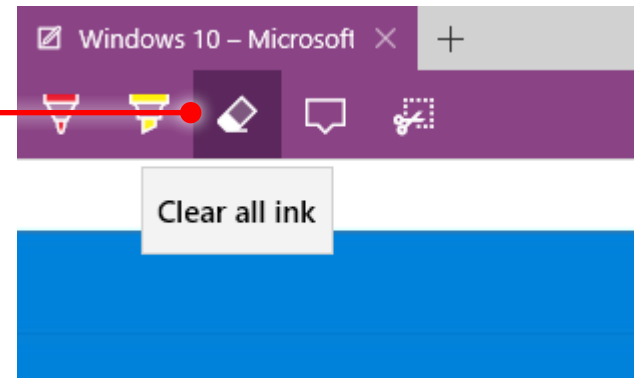Don't have a touch screen? Have a lot to say? Type it.

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

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.

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Clear all ink

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...

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Save with this one 🖫

Windows 10

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

You'll see the list of apps here

Share

Web Notes - Windows 10 – Microso... ⌄

Drawboard PDF

Dropbox

Facebook

Fresh Paint

Mail

OneNote

Photo Editor

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.

Exit