The SideBar

The SideBar is displayed on the right side of the Notes window. You can customize it to display the options you want.

To Display the SideBar

Click the View menu
Choose Right Sidebar
Choose Open, Thin or Closed
Choose **WHAT** to display on the sidebar:

- **Sametime Primary Contacts** – add your primary Notes Instant Messaging contacts
- **Sametime Contacts** – display your Notes Instant Messaging Contacts list
- **Feeds** – add your favorite RSS feeds
- **Day-at-a-Glance** – view your Notes Calendar
- **My Widgets** – add Google widgets

Click **View** menu

Choose **Right Sidebar Panels**

Choose the options that you want displayed

If you no longer want a panel displayed in the **Sidebar**, deselect it

To open a panel, just click it