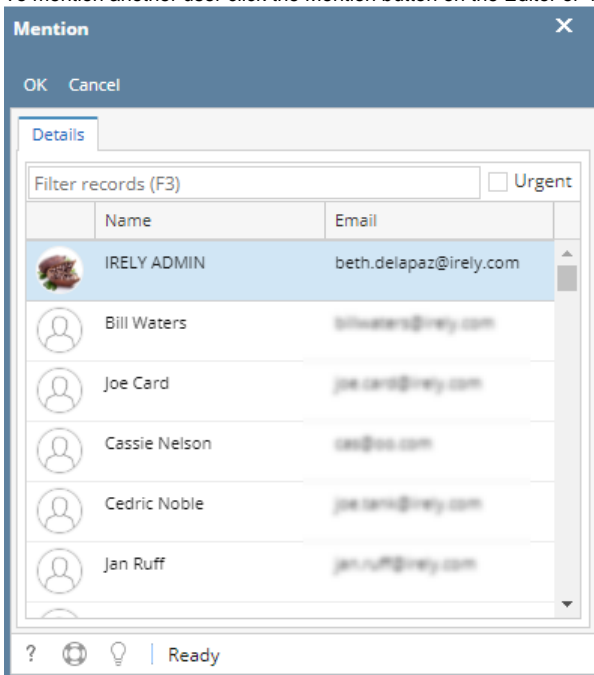# Activities - Notes

The Notes tab is like the Comments activity attached to Events, Tasks and Calls

1. Open an existing Event/Task/Call record.
2. Open the **Notes** tab, click in the editor box at the top of the screen. Then it will change to display the full editor.
3. To mention another user click the Mention button on the Editor or hold shift + @ then select the User

4. Click the Save button. Note will move to the notes list under the editor.