

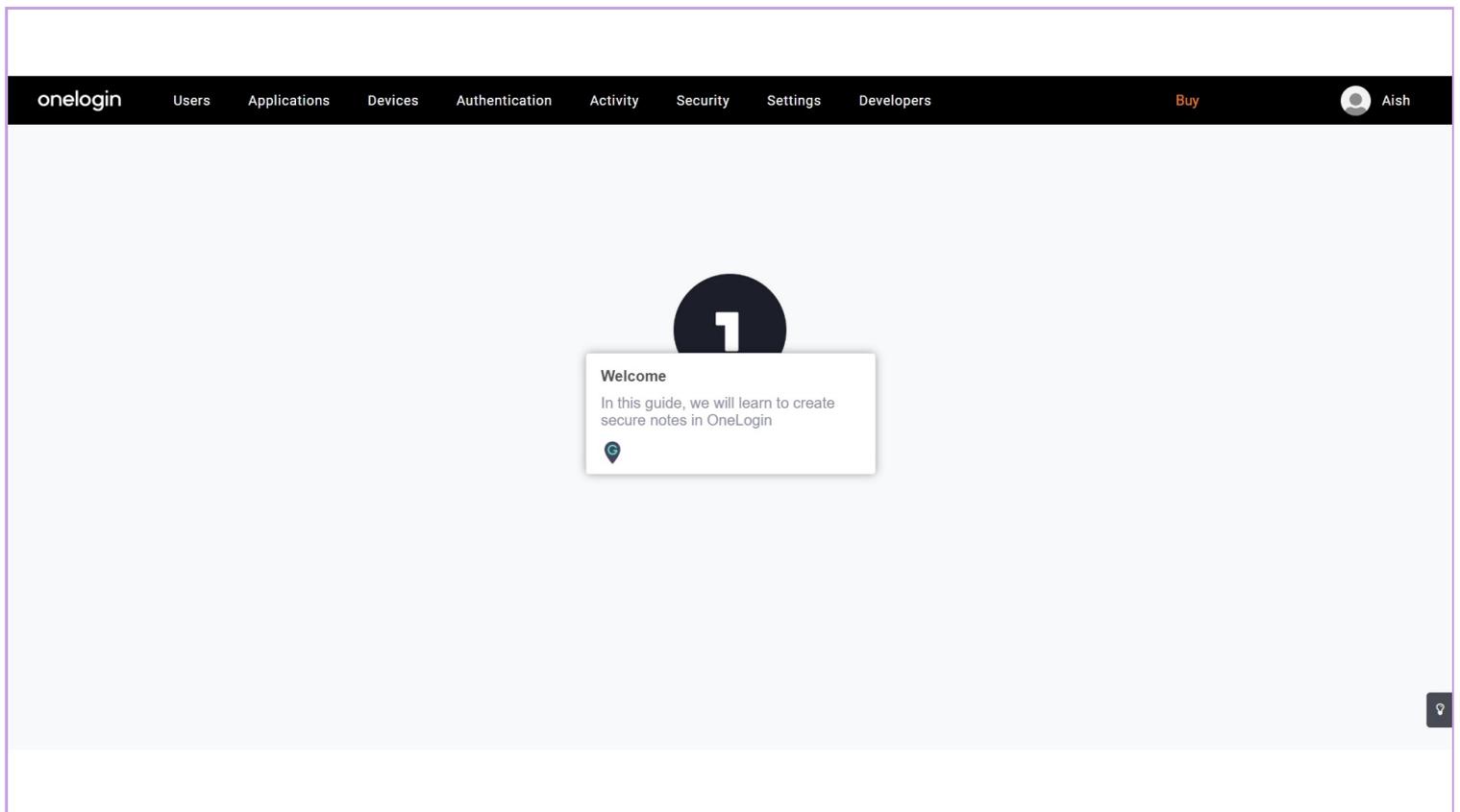


How to create secure notes in OneLogin

## Step: 01

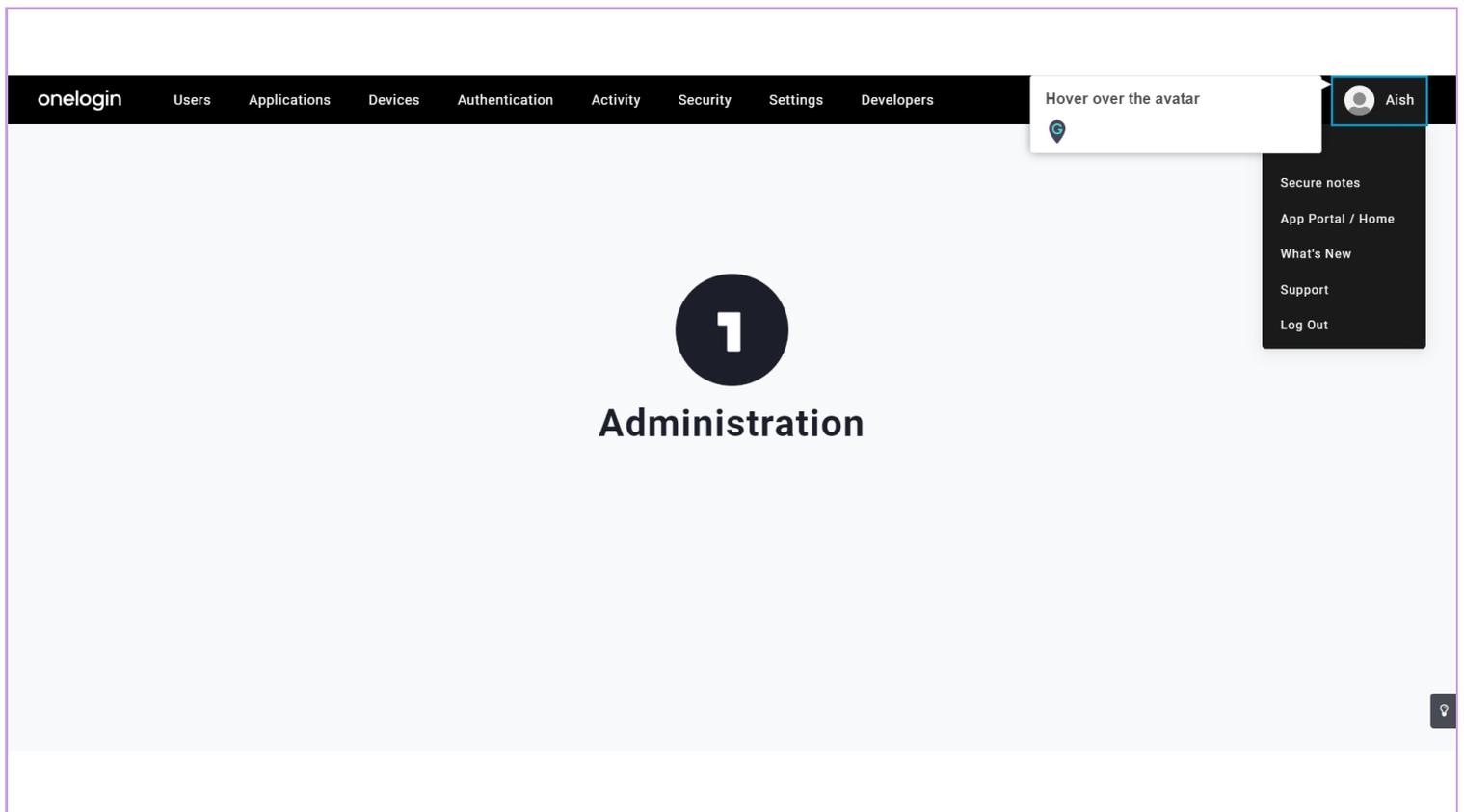
# Welcome

In this guide, we will learn to create secure notes in OneLogin



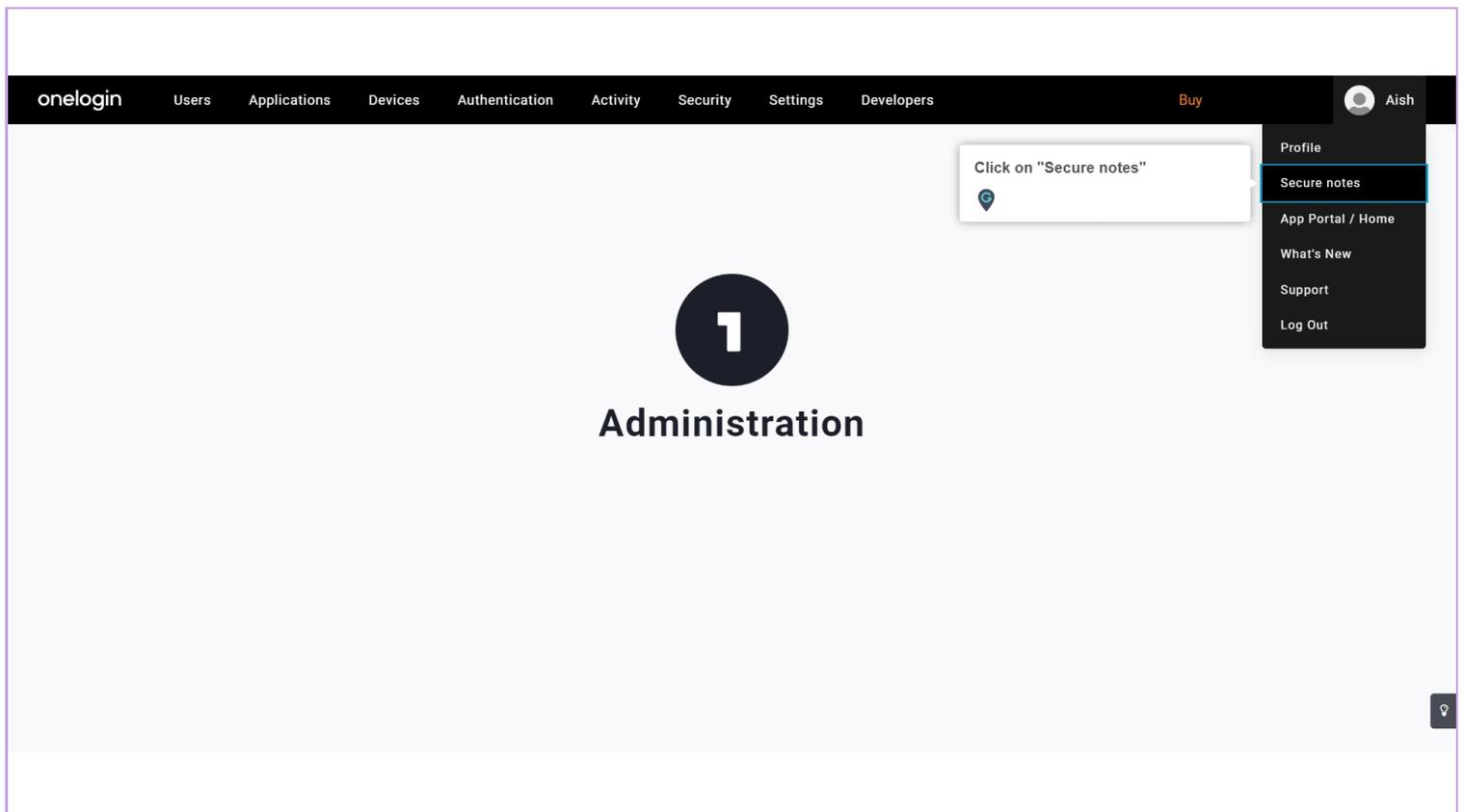
## Step: 02

### Hover over the avatar



## Step: 03

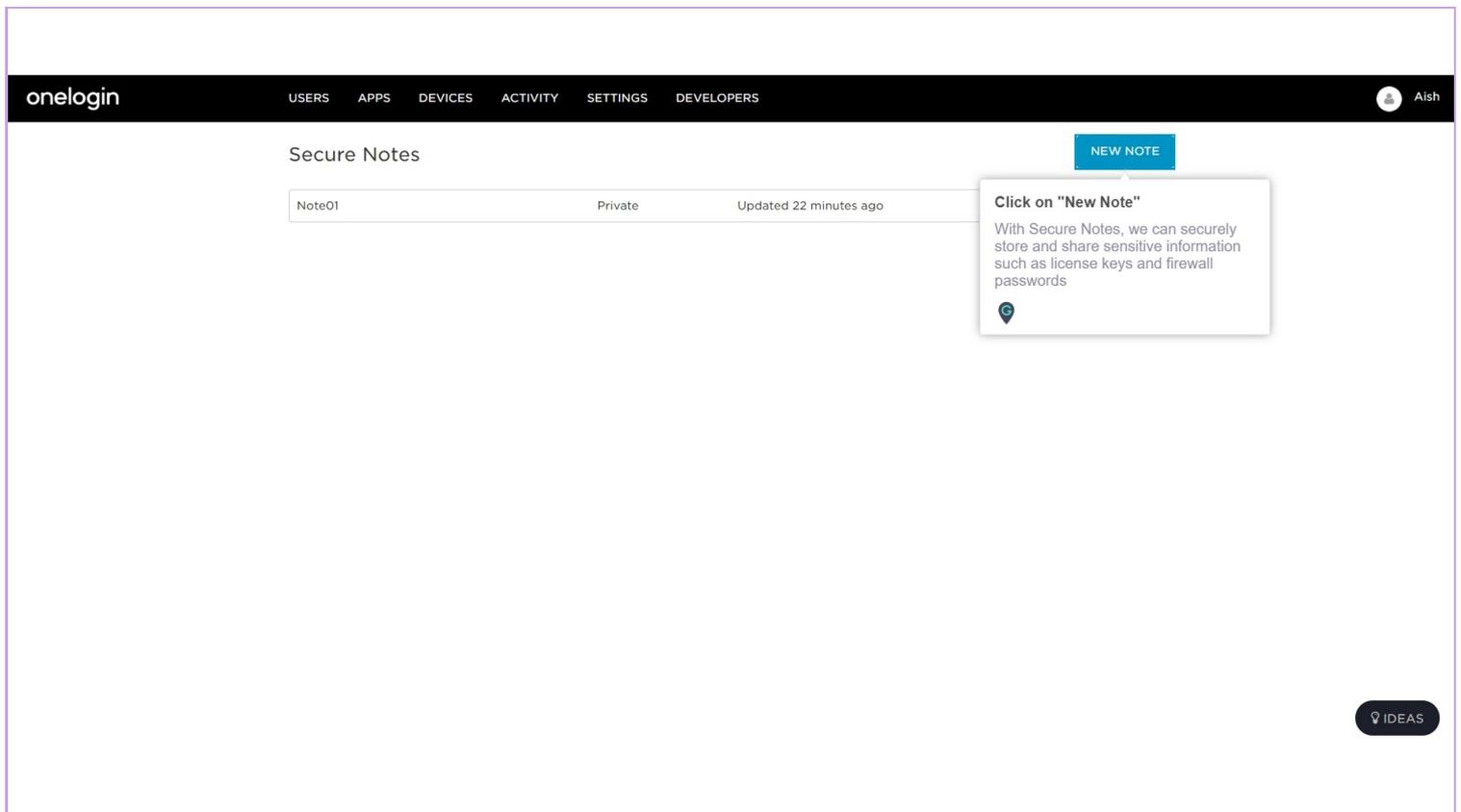
Click on "Secure notes"



## Step: 04

### Click on "New Note"

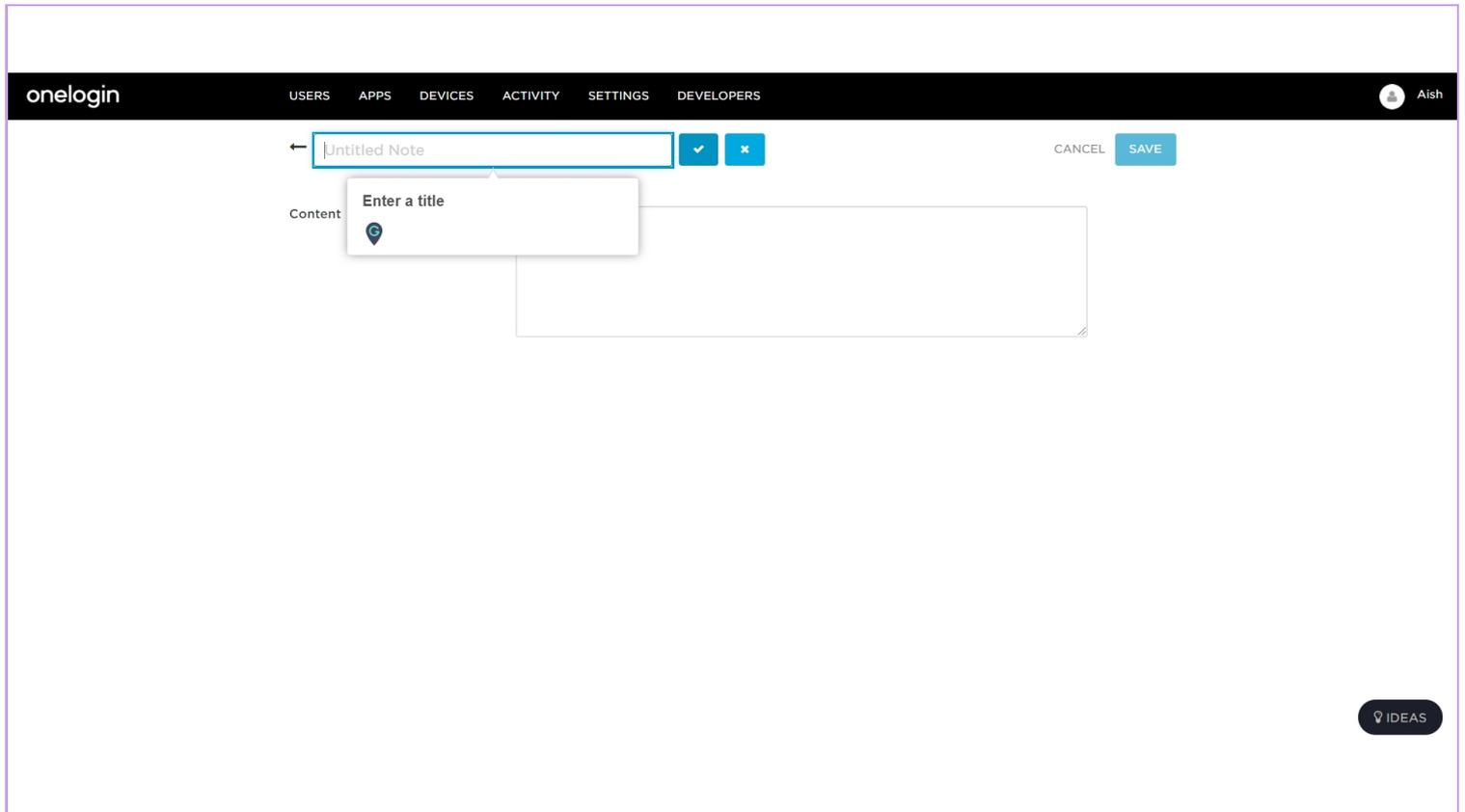
With Secure Notes, we can securely store and share sensitive information such as license keys and firewall passwords



The screenshot displays the OneLogin dashboard for 'Secure Notes'. The top navigation bar includes 'onelogin' and menu items: 'USERS', 'APPS', 'DEVICES', 'ACTIVITY', 'SETTINGS', and 'DEVELOPERS'. A user profile for 'Aish' is visible in the top right. The main content area is titled 'Secure Notes' and contains a table with one entry: 'Note01', 'Private', and 'Updated 22 minutes ago'. A blue 'NEW NOTE' button is positioned above the table. A callout box points to this button, containing the text: 'Click on "New Note"', 'With Secure Notes, we can securely store and share sensitive information such as license keys and firewall passwords', and a location pin icon. In the bottom right corner, there is a dark button labeled 'IDEAS'.

## Step: 05

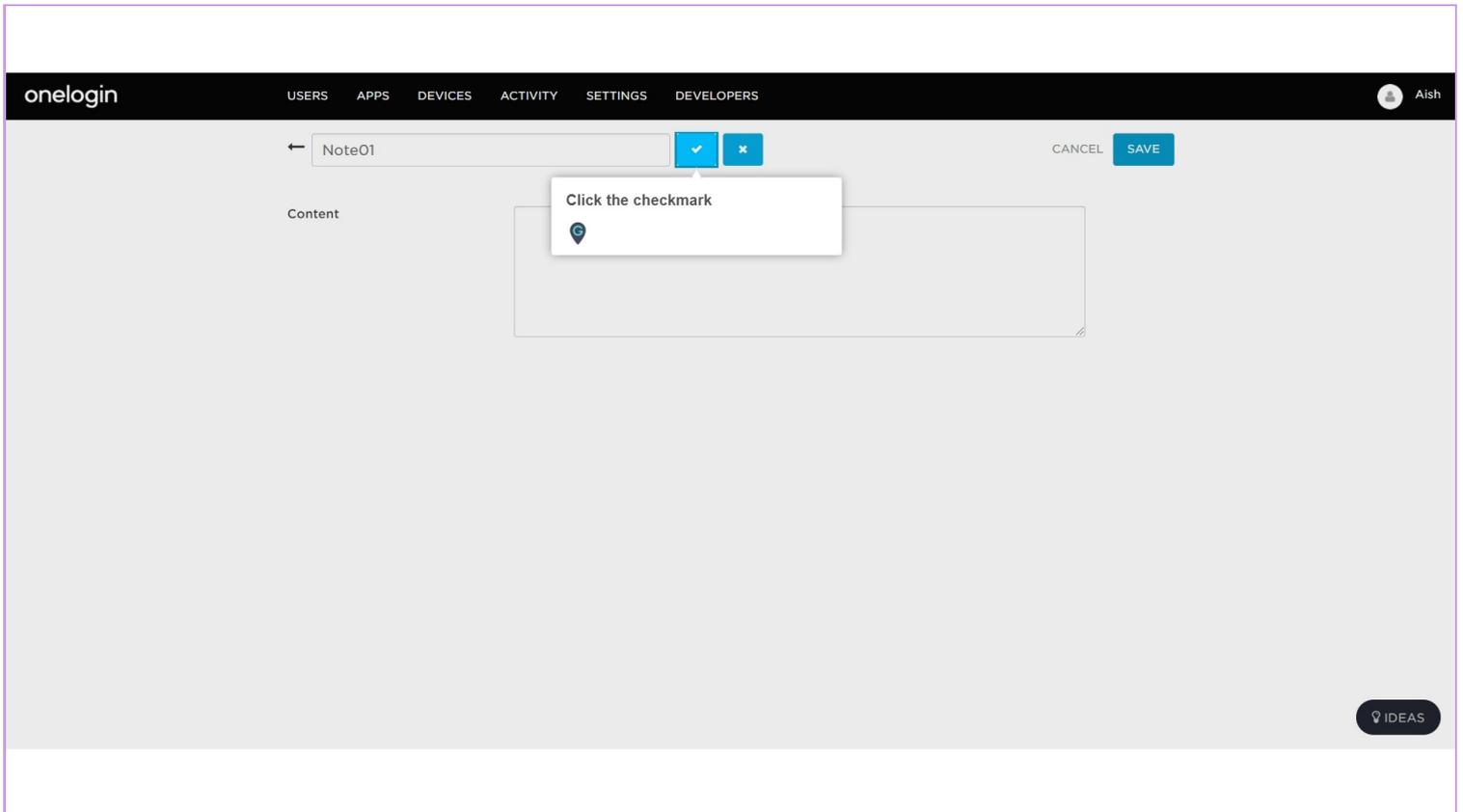
Enter a title



The screenshot displays the OneLogin user interface. At the top, a navigation bar includes the 'onelogin' logo and menu items for 'USERS', 'APPS', 'DEVICES', 'ACTIVITY', 'SETTINGS', and 'DEVELOPERS'. A user profile icon for 'Aish' is visible in the top right corner. The main content area features a note creation form. At the top of the form is a text input field labeled 'Untitled Note' with a back arrow on the left and check/cancel icons on the right. Below this is a 'Content' section with a text area and a location pin icon. A tooltip with the text 'Enter a title' is positioned over the title input field. In the bottom right corner of the form area, there is a button labeled 'IDEAS' with a lightbulb icon.

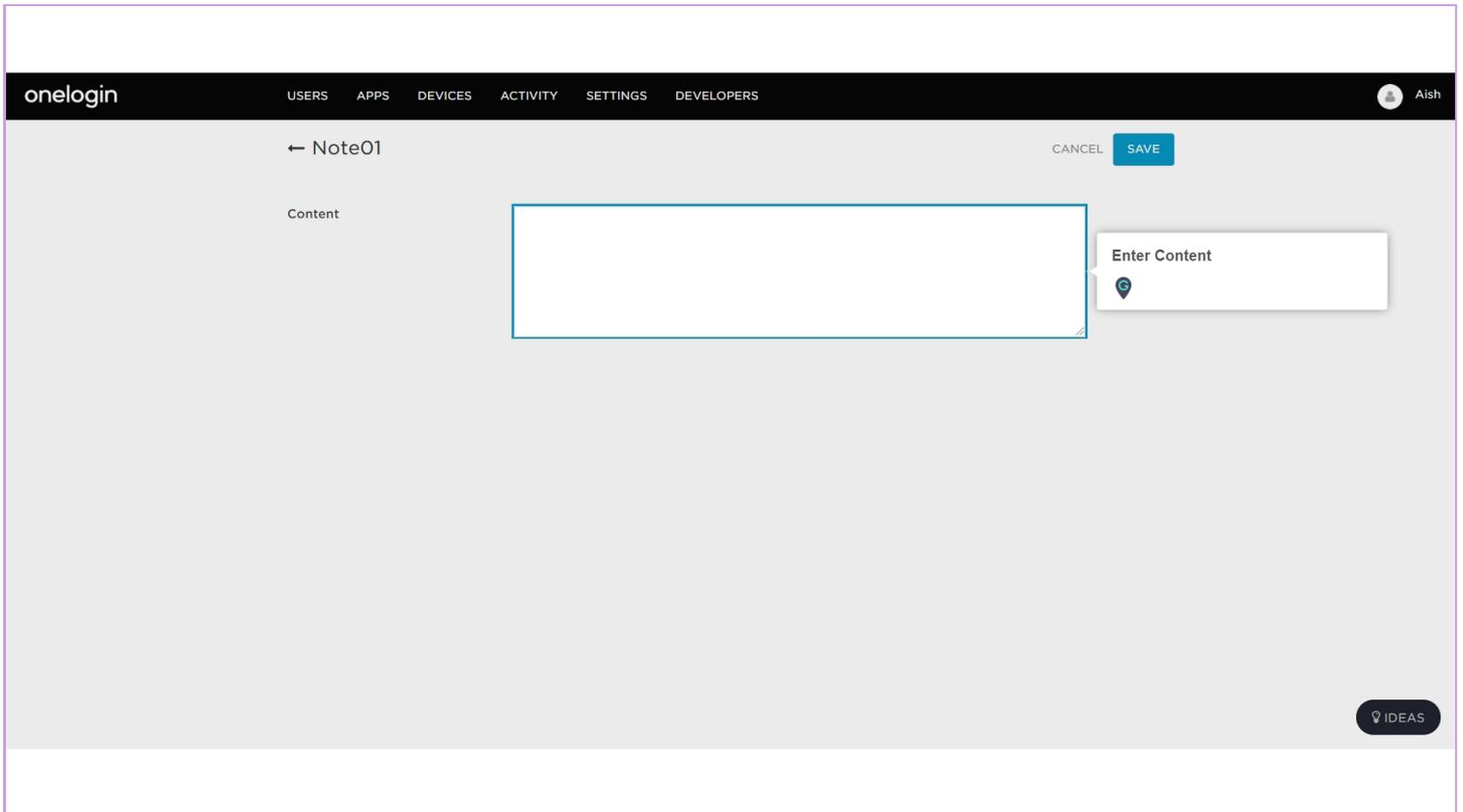
## Step: 06

Click the checkmark



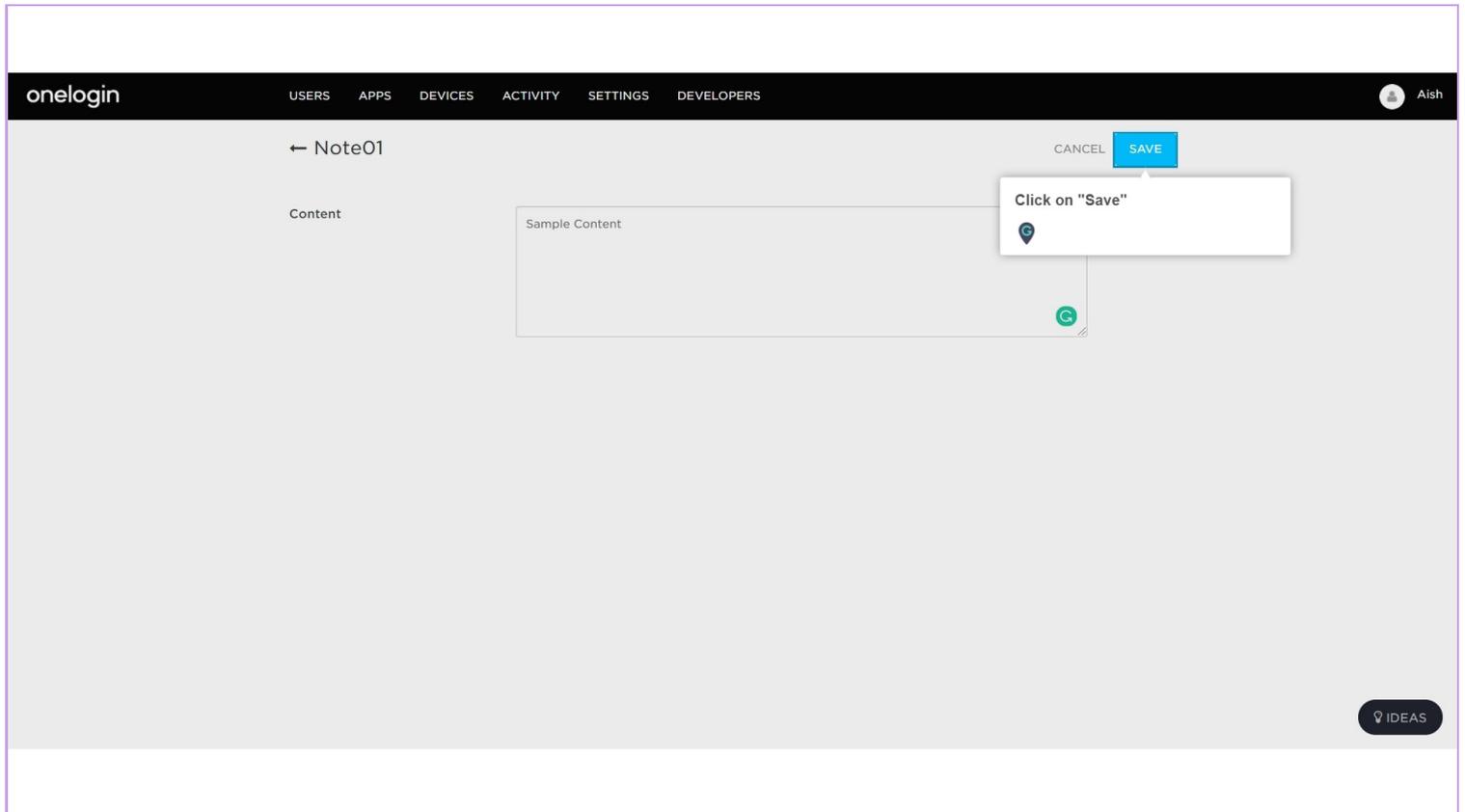
## Step: 07

# Enter Content



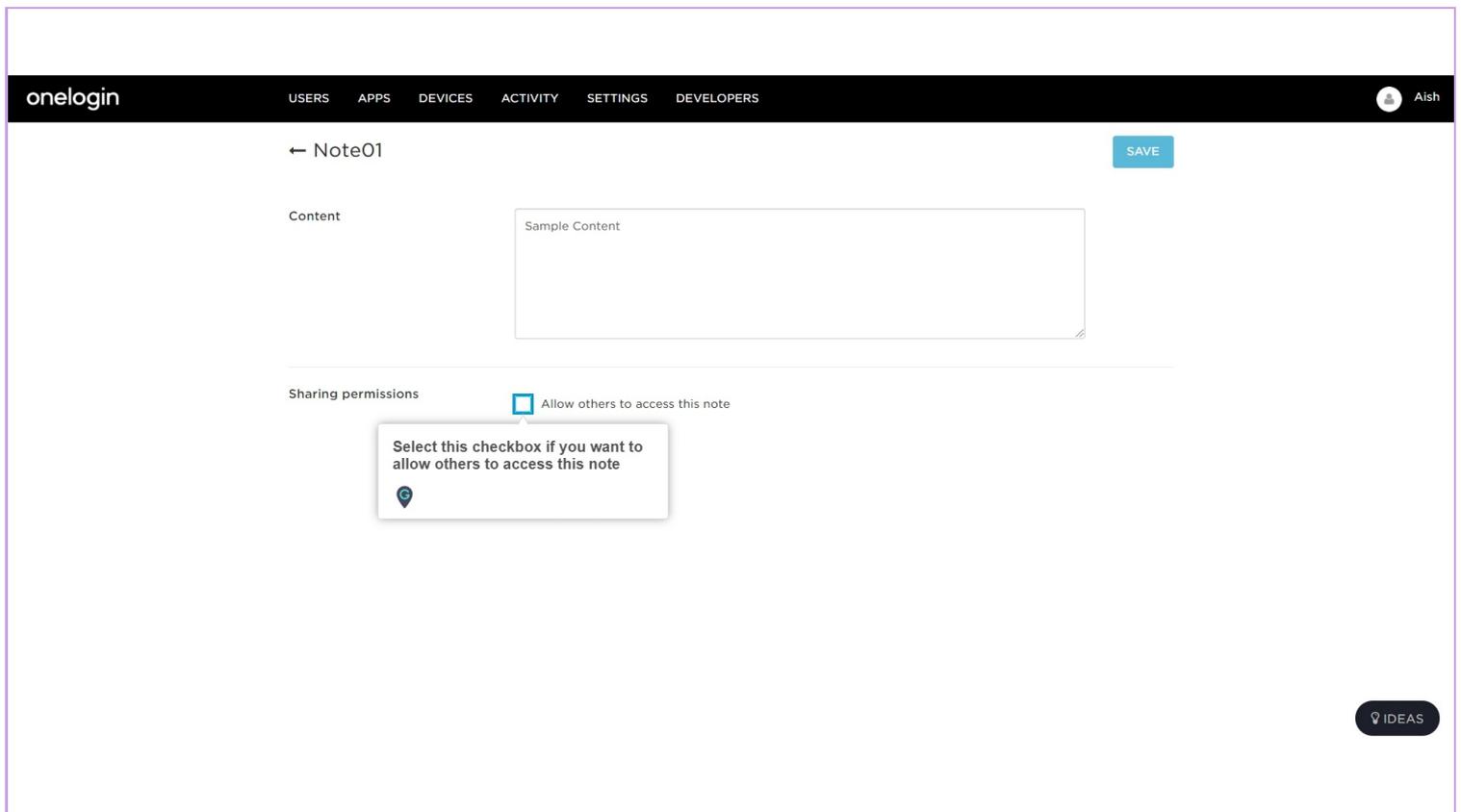
## Step: 08

Click on "Save"



## Step: 09

Select this checkbox if you want to allow others to access this note



The screenshot displays the OneLogin user interface for editing a note. At the top, the navigation bar includes the OneLogin logo and menu items: USERS, APPS, DEVICES, ACTIVITY, SETTINGS, and DEVELOPERS. The user's name, Aish, is visible in the top right corner. The main content area shows a note titled "Note01" with a "SAVE" button. Below the title is a "Content" section with a text area containing "Sample Content". The "Sharing permissions" section is visible, featuring a checked checkbox labeled "Allow others to access this note". A tooltip is positioned over the checkbox, containing the text: "Select this checkbox if you want to allow others to access this note". In the bottom right corner, there is an "IDEAS" button.

## Step: 10

Manage this option to share this with all users in a role

The screenshot shows the OneLogin console interface for configuring a note. The top navigation bar includes 'onelogin' and menu items: 'USERS', 'APPS', 'DEVICES', 'ACTIVITY', 'SETTINGS', and 'DEVELOPERS'. The user 'Aish' is logged in. The page title is '← Note01' with a 'SAVE' button. The 'Content' field contains 'Sample Content'. The 'Sharing permissions' section is checked 'Allow' and has a tooltip that reads 'Manage this option to share this with all users in a role'. Below this, the 'Sharing with all users in a role' section is highlighted with a blue box. It contains a table with columns 'Roles', 'Read', and 'Write'. The 'Default' role has checkboxes for 'Read' and 'Write'. The 'Share with individual users' section has a 'User' field with 'add user' and a 'Read Write' checkbox. An 'IDEAS' button is in the bottom right corner.

Roles	Read	Write
Default	<input type="checkbox"/>	<input type="checkbox"/>

User	Read Write
add user	<input type="checkbox"/>

## Step: 11

Manage this option to share with individual users

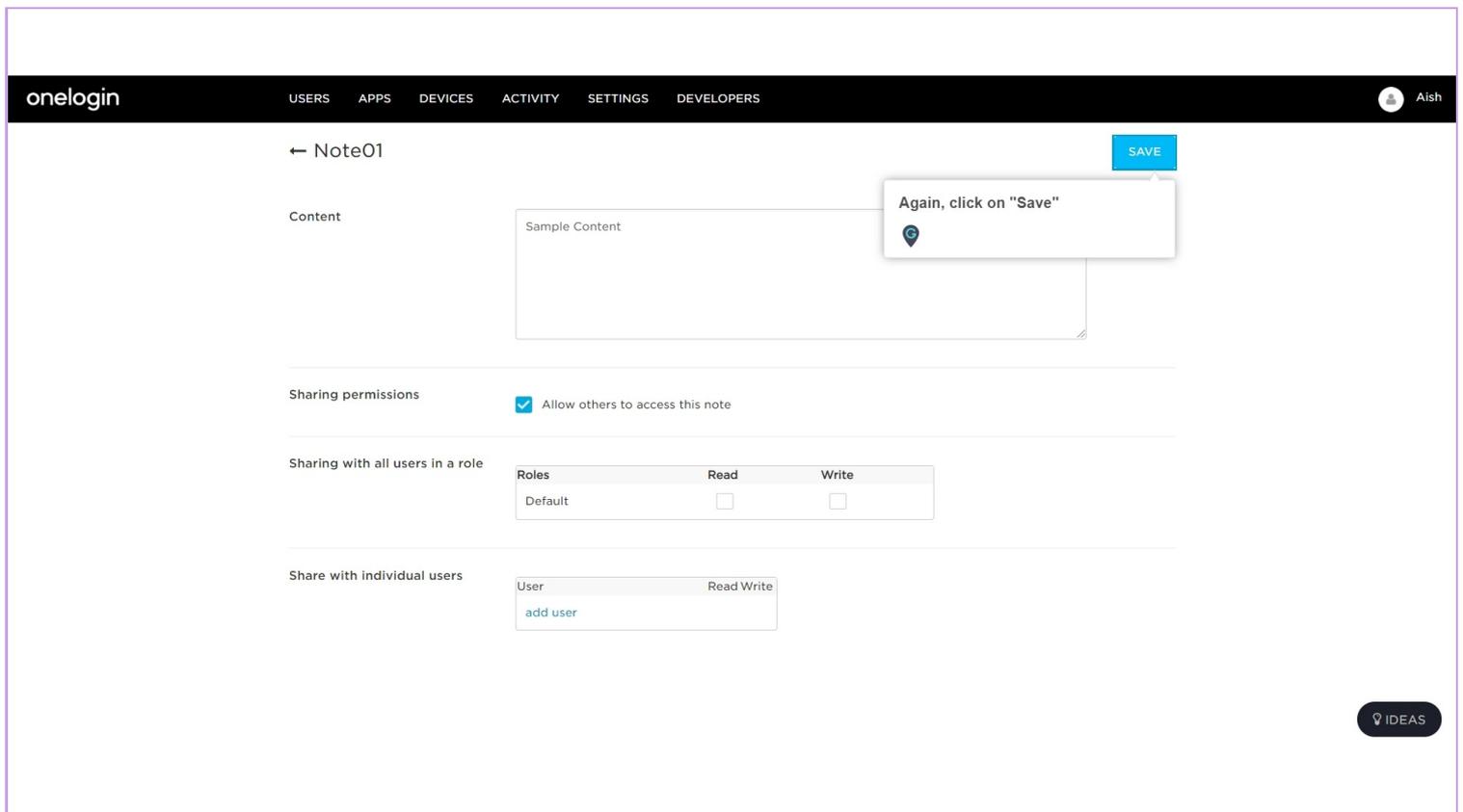
The screenshot displays the OneLogin user interface for managing a note titled "Note01". At the top, the navigation bar includes "onelogin" and menu items: "USERS", "APPS", "DEVICES", "ACTIVITY", "SETTINGS", and "DEVELOPERS". The user profile "Aish" is visible in the top right. The main content area shows the note's details:

- Content:** A text area containing "Sample Content".
- Sharing permissions:** A checkbox labeled "Allow others to access this note" is checked.
- Sharing with all users in a role:** A dropdown menu is set to "Default".
- Share with individual users:** A section highlighted with a red box, containing a "User" dropdown menu with "add user" and a "Read Write" permission level.

A callout box with a location pin icon points to the "Share with individual users" section, containing the text: "Manage this option to share with individual users". A "SAVE" button is located in the top right corner of the note's settings area. An "IDEAS" button is visible in the bottom right corner.

## Step: 12

Again, click on "Save"



The screenshot displays the OneLogin user interface for editing a note. At the top, a navigation bar includes the OneLogin logo and menu items: USERS, APPS, DEVICES, ACTIVITY, SETTINGS, and DEVELOPERS. The user profile 'Aish' is visible in the top right corner. The main content area is titled '← Note01' and features a blue 'SAVE' button in the top right. Below the title, there is a 'Content' section with a text area containing 'Sample Content'. A callout box with a location pin icon and the text 'Again, click on "Save"' points to the 'SAVE' button. Underneath, the 'Sharing permissions' section has a checked checkbox for 'Allow others to access this note'. The 'Sharing with all users in a role' section contains a table with columns for 'Roles', 'Read', and 'Write', and a row for 'Default' with checkboxes for 'Read' and 'Write'. The 'Share with individual users' section has a table with columns for 'User' and 'Read Write', and a row for 'add user'. In the bottom right corner, there is a dark button labeled 'IDEAS'.

# Thank You!

[myguide.org](https://myguide.org)