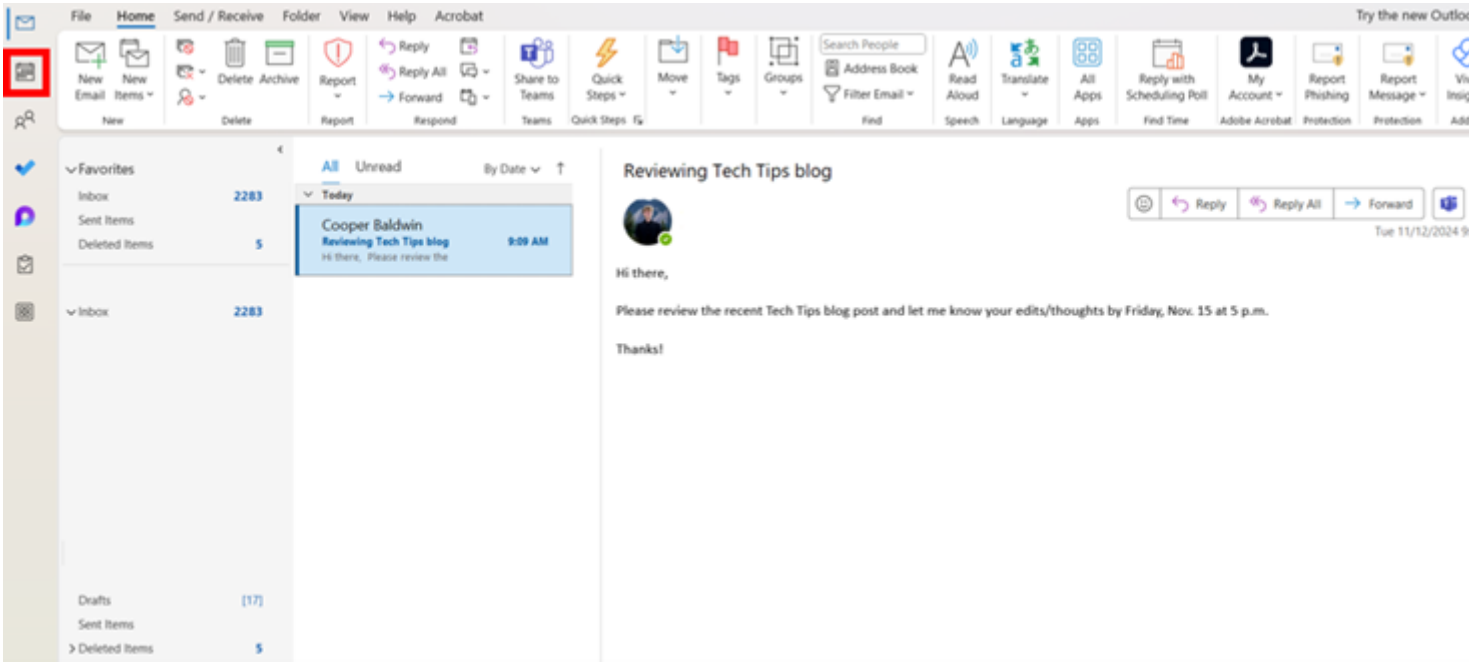
Published on *University of Colorado* (https://www.cu.edu)

Create an Outlook calendar appointment from an email [1]

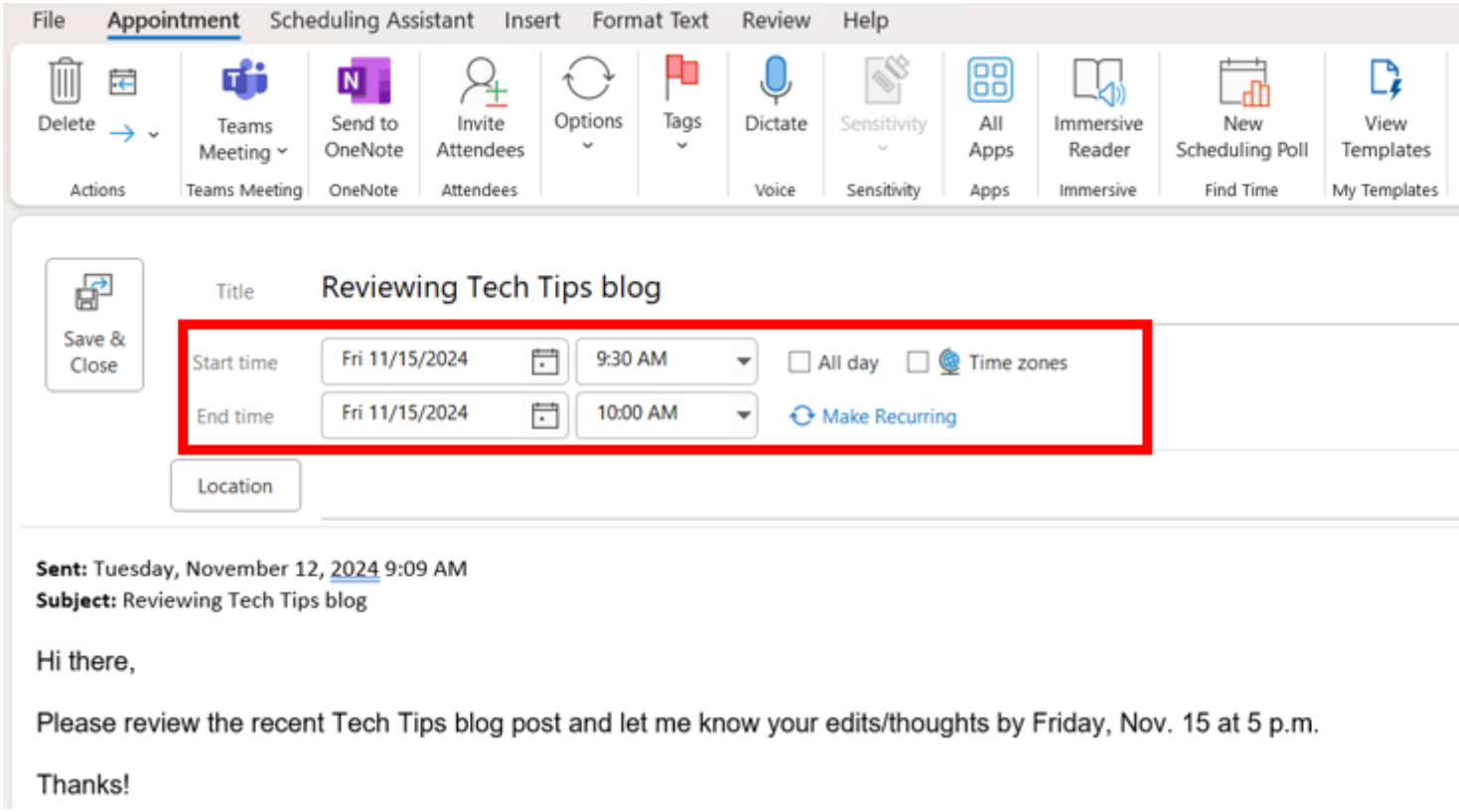
November 25, 2024 by ES and UIS Communications [2]

Have a request that you need to complete by a certain date or time? Microsoft Outlook allows you to convert email messages into appointments. Follow these steps to move emails onto your calendar:

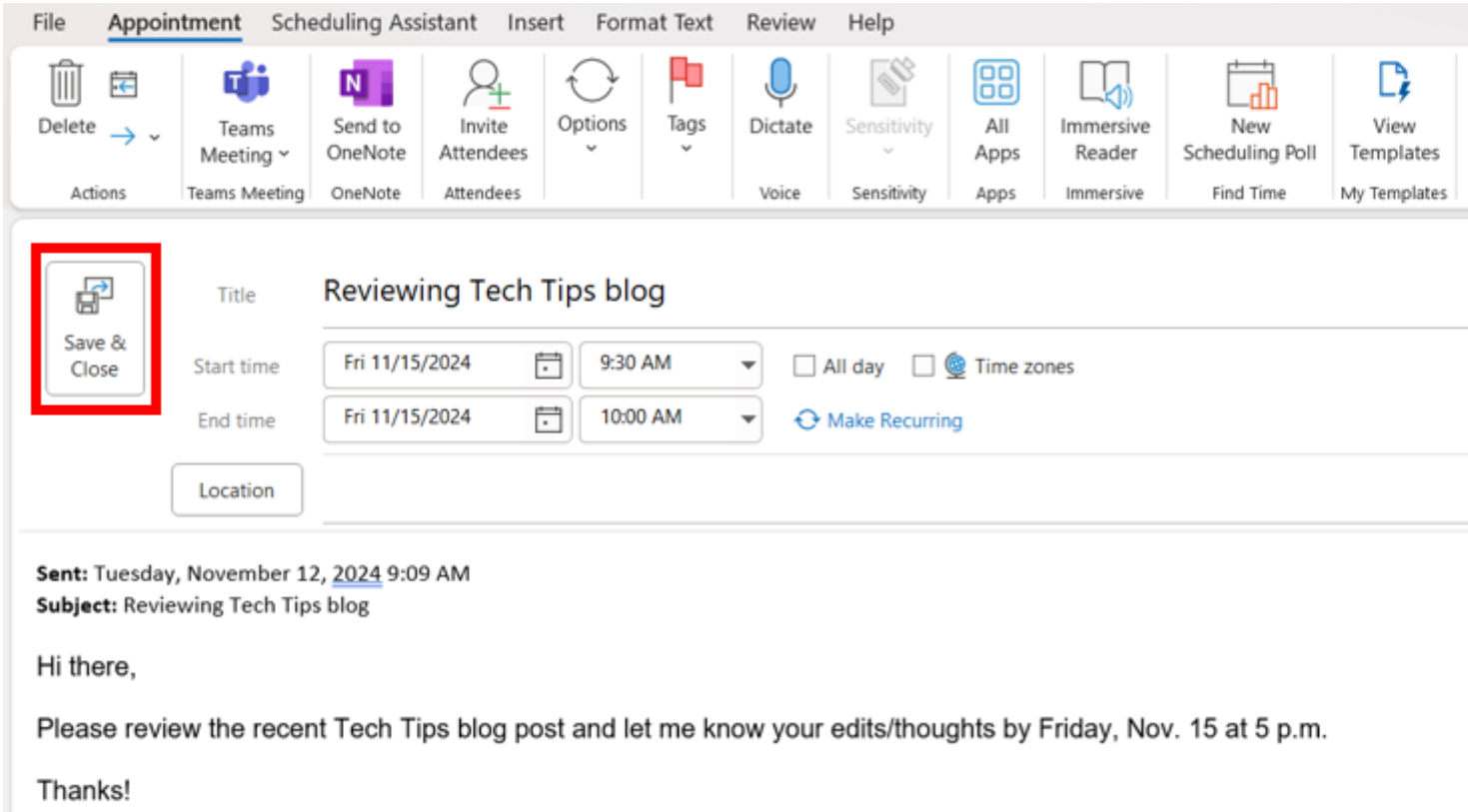
1. Find and click on the email you want to add to your calendar.
2. Drag the email to the **Calendar** icon on the left-hand taskbar.



3. A dialogue box will appear. Adjust the date, time and other settings to your liking.



4. Click **Save & Close** to add the appointment to your calendar.



Outlook email [3], Outlook Calendar [4]

Display Title:

Create an Outlook calendar appointment from an email

Send email when Published:

No

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