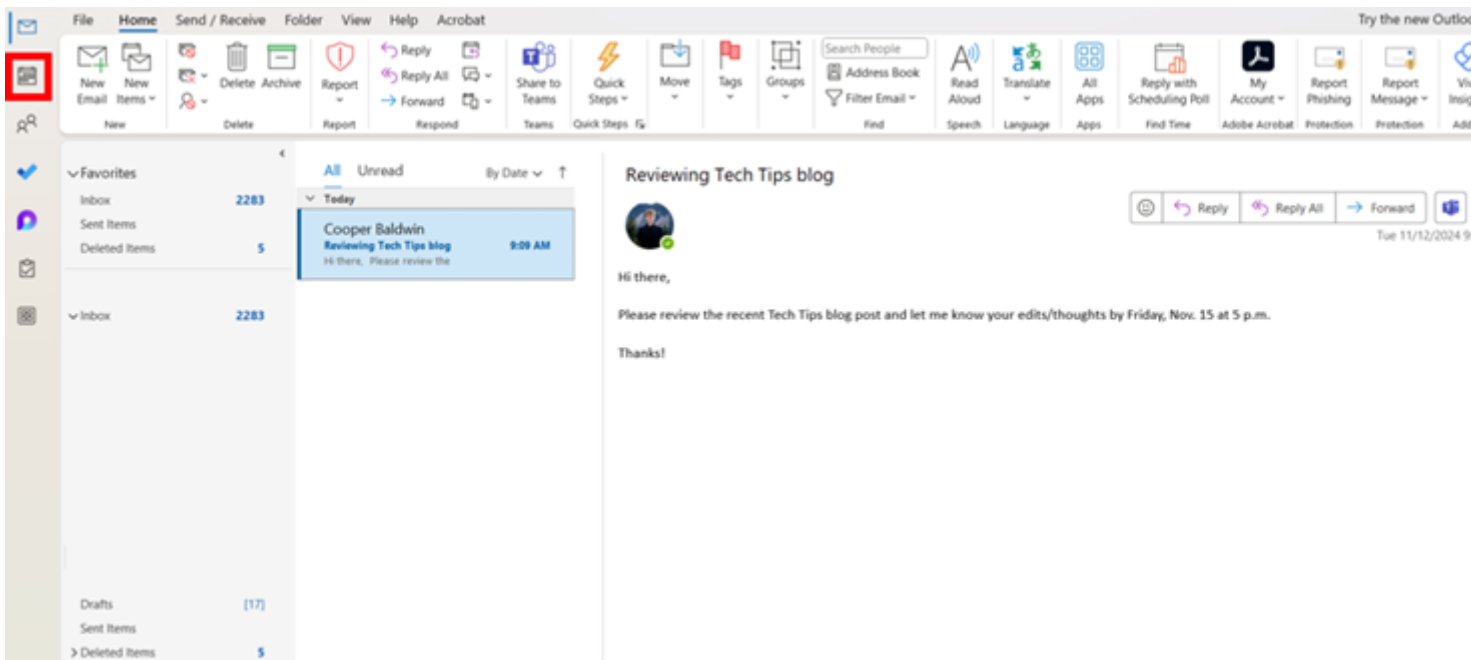


Create an Outlook calendar appointment from an email ^[1]

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.

File **Appointment** Scheduling Assistant Insert Format Text Review Help

Actions Teams Meeting OneNote Attendees Voice Sensitivity Apps Immersive Find Time My Templates

Title **Reviewing Tech Tips blog**

Start time ☐ All day ☐ Time zones

End time [Make Recurring](#)

Location

Sent: Tuesday, November 12, 2024 9:09 AM

Subject: Reviewing Tech Tips blog

Hi there,

Please review the recent Tech Tips blog post and let me know your edits/thoughts by Friday, Nov. 15 at 5 p.m.

Thanks!

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

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Outlook email [3], Outlook Calendar [4], Outlook [5]

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[4] <https://www.cu.edu/blog/tech-tips/tag/outlook-calendar> [5] <https://www.cu.edu/blog/tech-tips/tag/outlook>