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Create an Outlook calendar appointment from an email m

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.

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Save & Close	Start time End time	Fri 11/15/2024 Image: Constraint of the second				 All day 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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Thanks!

Outlook email [3], Outlook Calendar [4]

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