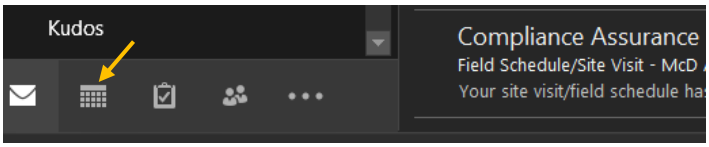
**Create an appointment from an email message**

**Option 1**

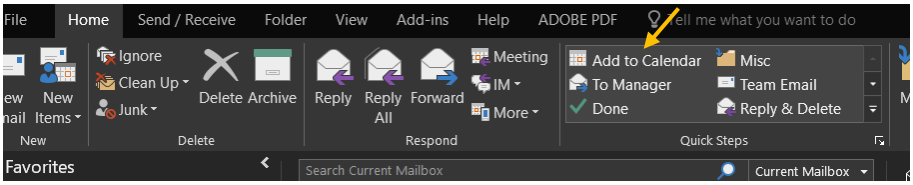
1. Click on the email message you wish to associate with an appointment/event
2. Holding down the left mouse button, drag the message to Calendar icon tab in the lower left-hand corner of the email client. Once you have the mouse hovered over Calendar, release the left mouse button.




3. This will open up the Appointment window. You can now customize the date, time and location of the event. When finished, click Save & Close in the upper left-hand corner of the window.

**Option 2**

1. Click on the email message you wish to associate with an appointment/event
2. Select "Add to Calendar" from your Quick Steps which is on the upper middle of the Outlook window.




3. This will open up the Appointment window. You can now customize the date, time and location of the event. When finished, click Save & Close in the upper left-hand corner of the window.