

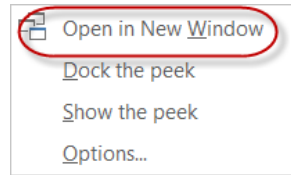
## Adding an Email to your Calendar

You can add an email to your Outlook calendar. This is helpful, when you receive an email with date and time information. These instructions will guide you in this process.

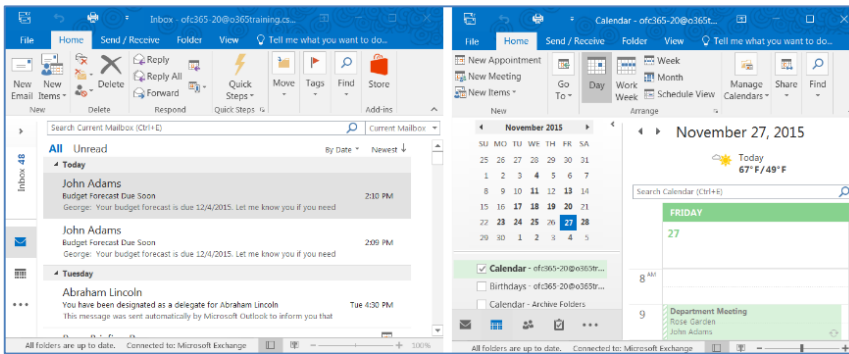
1. To begin, right-click on the Calendar icon.



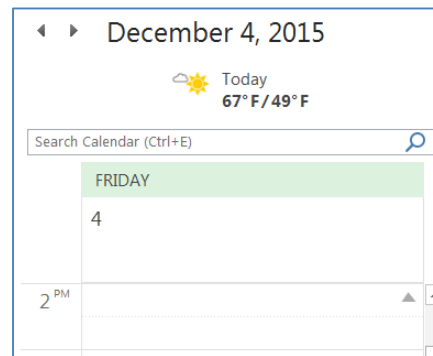
2. From the pop-up window, click Open in New Window



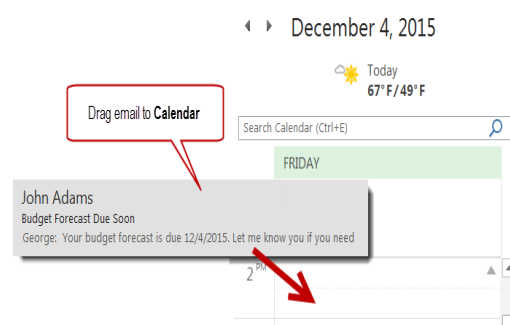
3. Arrange your email and calendar windows, so you can see both



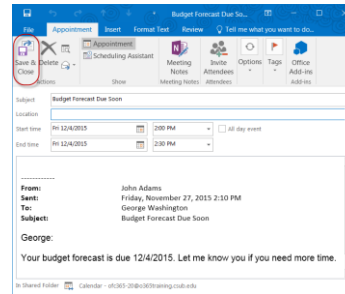
4. On your Calendar, navigate to the desired date.



5. Drag the email to your calendar



6. A new appointment window will open. On the Appointment tab,
- Make changes, as needed
  - Click the Save & Close button.



7. The email will appear on your calendar. The original email will remain in your Inbox.

