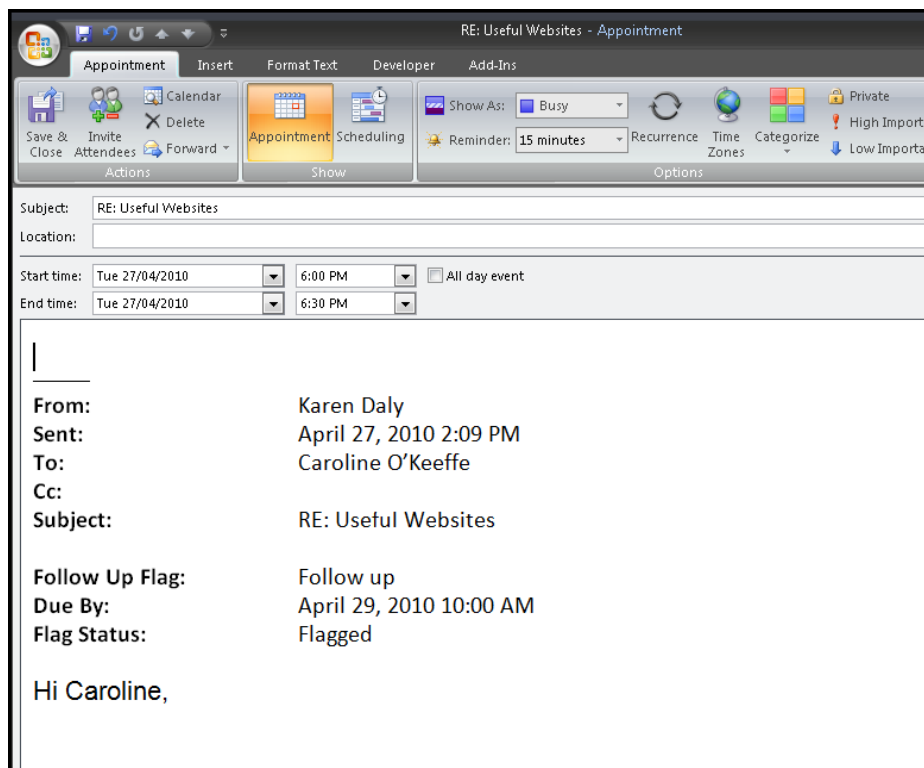


HOW TO:

CREATE AN APPOINTMENT FROM AN E-MAIL MESSAGE:

1. Select the e-mail message you wish to create the appointment for.
2. Drag the message to the **Calendar**.
3. An **Appointment** will open with the text from the e-mail in the **Notes** area. Complete further information about the appointment in any other fields as necessary, for example, start and end dates/times.



The screenshot shows the 'Appointment' window in Microsoft Office Outlook 2007. The window title is 'RE: Useful Websites - Appointment'. The ribbon includes 'Appointment', 'Insert', 'Format Text', 'Developer', and 'Add-Ins'. The 'Appointment' ribbon has three groups: 'Actions' (Save & Close, Invite Attendees, Forward), 'Show' (Appointment, Scheduling), and 'Options' (Show As: Busy, Reminder: 15 minutes, Recurrence, Time Zones, Categorize, High Importance, Low Importance). The 'Subject' field contains 'RE: Useful Websites'. The 'Location' field is empty. The 'Start time' is set to 'Tue 27/04/2010' at '6:00 PM', and the 'End time' is 'Tue 27/04/2010' at '6:30 PM'. There is an 'All day event' checkbox. The 'Notes' area contains the following text:

From: Karen Daly
Sent: April 27, 2010 2:09 PM
To: Caroline O'Keeffe
Cc:
Subject: RE: Useful Websites

Follow Up Flag: Follow up
Due By: April 29, 2010 10:00 AM
Flag Status: Flagged

Hi Caroline,

4. Click the **Save and Close** button.