Outlook 2011 for Mac
How to Set-up a Meeting from an Email

To set a meeting from information in an email, do the following:

1. With the email open click on the Create a Meeting from this Email button.

2. Fill in the information concerning the meeting, and click Send. The meeting invitation will be sent to the invitees you specified and the meeting will be entered on your calendar.
3. If you don’t want to invite anyone, but want it listed on your calendar, you can click on **Cancel** and it will bring up the Appointment window.

![Appointment window](image1.jpg)

**Hi Robin,**

Would you like to meet to discuss this information? How about Friday at 10:00, your office.

4. Fill in the information concerning your Appointment and click **Save and Close.**

![Appointment window](image2.jpg)

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Would you like to meet to discuss this information? How about Friday at 10:00, your office.