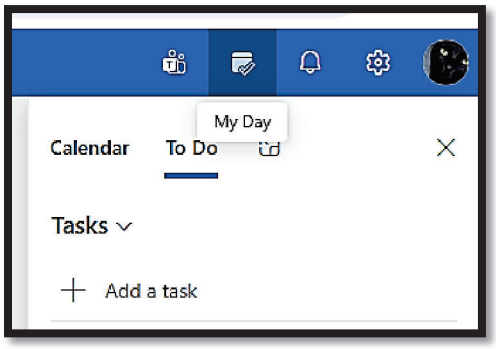
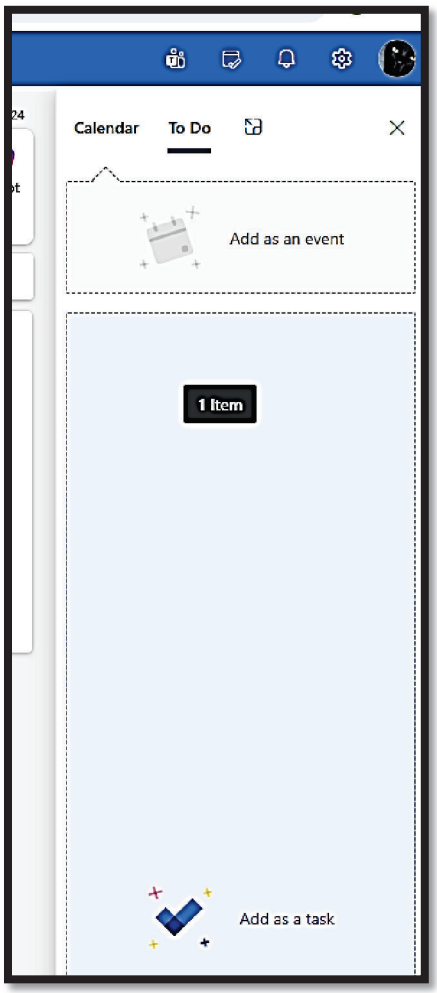
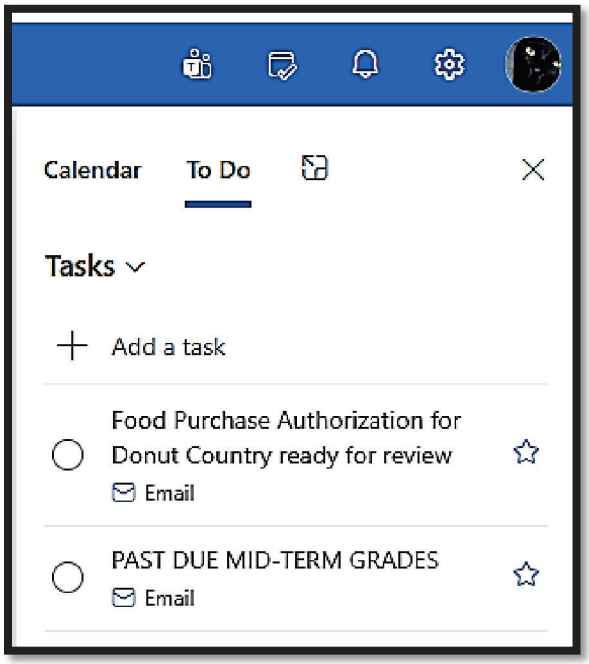
Adding an Email to a To Do List in New Outlook

In the Outlook inbox, click on the icon that looks like a calendar with a check mark (My Day) and it will open the To Do list.

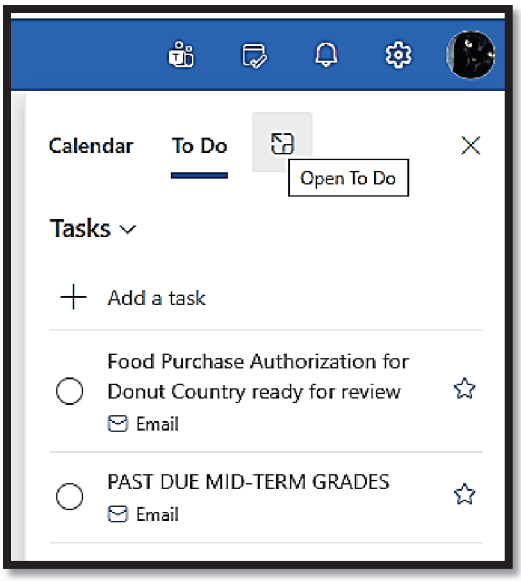


Drag the email to the right side of the screen, then drop it into either the Event or the Task box to add it.





To add more details to the task, click on the square icon with an arrow in it (Open To Do).



Then click on the little i with a circle around it (Open details) and complete the desired changes.

