Creating a Calendar Item in Outlook Desktop App and Outlook Web App: Best Practices and Common Mistakes

Learn how to create a calendar item in the Outlook Desktop App or the Outlook Web App without notifying the email sender or additional recipients by reviewing the following tutorials:

Outlook 2013 Desktop App – Create an appointment from an email message

Outlook Web App – Create a calendar item

Avoiding Common Mistakes

It's easy to mistakenly click "Reply All" instead of "Reply" to an all-staff email. It's not as easy to recognize which method of creating a calendar item in Outlook results in sending the new calendar item back out to the sender and all recipients.

Outlook Web App: Suggested Meetings App	
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The Suggested Meetings App in Outlook Web App runs behind the scenes in the Outlook Web App of Office 365 and scans your incoming emails for possible meetings. It will turn a possible meeting into a clickable link. Clicking the link opens a small pane that reads, "We think we've found an event." Clicking "Schedule Event" will add the event to your calendar but it will also **send the event to the person who suggested the meeting and any other recipients from the original email**.

	-
/e think we've found an event	
a reminder, the next College Assembly will be held next Mor	nday, February
When: 3:00 PM - 5:00 PM Monday, February 01, 2016 Who: Kratochvil, Bob , LMC ALL Employees	
where: Enter location	
s event conflicts with another event on your schedule.	

Do this	instead:			
Create	a new calendar item by se	electing the	New Y	option from the navigation bar and
avoid tł	ne Suggested Meetings A	op altogether.		
Or, if yc "We thi before a attende	ou do use the Suggested N ink we've found an event adding the calendar item, ee's inboxes.	Meetings App, so " window. This a , and it stops the	elect "Edit of allows the u e event from	details" instead of "Schedule Event" in the user to delete any additional attendees m reappearing in the sender's or other
	Schevent			Edit details
0 5 (Diputado, Courtney - Outlook - Google Chrome https://outlook.office.com/owa/#viewm	odel=IComposeCalendar	ItemViewModelFi	actory&wid=87&ispopout=1
	📨 Send 前 Discard 🕕 Attach 🔇	Skype meeting 🗸 🛛 🌎 Ad	dd-ins Charm 🗸	Categorize V X
	Details			People 👩 Scheduling assistant
	Event test email			Add people +
	Add a location		Add room	DC Organizer
	Start			
	Mon 3/7/2016	3:00 PM 👻	All day	Attendees
	End	5 00 DM	Private	Sort by 🗸
	Mon 3///2016	5:00 PM 👻		CD X X
	Repeat	Save to calendar		New attendee
	Reminder	Show as	•	CD New attendee
	15 minutes	Busy	•	
	Add an email reminder			
				by clicking the "x" icon
	🔊 🕝 В І <u>U</u> A [*] "А <u>А</u> * The next college assembly is on Monday	<u>A</u> :⊟ :≕ ≡← →≕ , March 7, from 3:00-5:00	Ƴ	

Outlook Desktop App: Meeting icon on the Home tab
The Meeting icon allows users to create a meeting request from a selected email. This option wil create a new event on the user's calendar, and it will send a meeting invite to the sender and anyone else included in the original mail.
Image: Send / RECEIVE FOLDER VIEW Image: Send / RECEIVE FOLDER VIEW Image: Send / RECEIVE FOLDER VIEW Image: Send / Receive Image: Send / Receive Image: Send / Receive Image: Send / Receive New New New Delete Image: Send / Receive Image: Send / Receive New Delete Reply Forward Image: More * Image: Send / Receive New Delete Respond Quick Steps
Favorites Search Current Mailbo Create a meeting request from this
Clutter 83 All Unread e-mail. west ↓
Do this instead: In Outlook, appointments aren't the same as meetings. Appointments are activities that you schedule in your calendar that don't involve inviting other people or reserving resources, such as a conference room or equipment. Mail Calendar People Tasks •••
• In a Calendar folder, choose New Appointment . You can also right-click a time block in your calendar grid, and then choose New Appointment .
FILE HOME SEND / RECEIVE FOLDER VIEW Normalized Normalized Normalized Normalized Normalized Normalized New Normalized Normalized Normalized Normalized Normalized Normalized New Normalized Normalized Normalized Normalized Normalized Normalized New Normalized Normalized Normalized Normalized Normalized New Normalized Normalized Normalized Normalized Normalized New Normalized Normalized Normalized Normalized Normalized Normalized Normalized Normalized Normalized Normalized Normalized Normalized Normalized Normalized Normalized Normalized
Keyboard shortcut: To create an appointment, press Ctrl+Shift+A.
You can also create an appointment directly from an email message (<u>source</u>)
1. Click on the message you wish to associate with an appointment/event.

2. Holding down the left mouse button, drag the message to **Calendar** 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.

ave & Delete	EQ,	Appointment	Scheduling	Lync	Meeting	Invite		
Close			Assistant	Meeting	Notes	Attendees		
Actions		Show		Lync Meeting	Meeting Notes	Attendees		
Subject Res	Restricted Data Discovery Project							
location Uni	Union South							
Start time Mo	Mon 7/28/2014			3:00 PM - All day event				
End time Mo	Mon 7/28/2014		3:30 PM	-				

4.