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

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**.
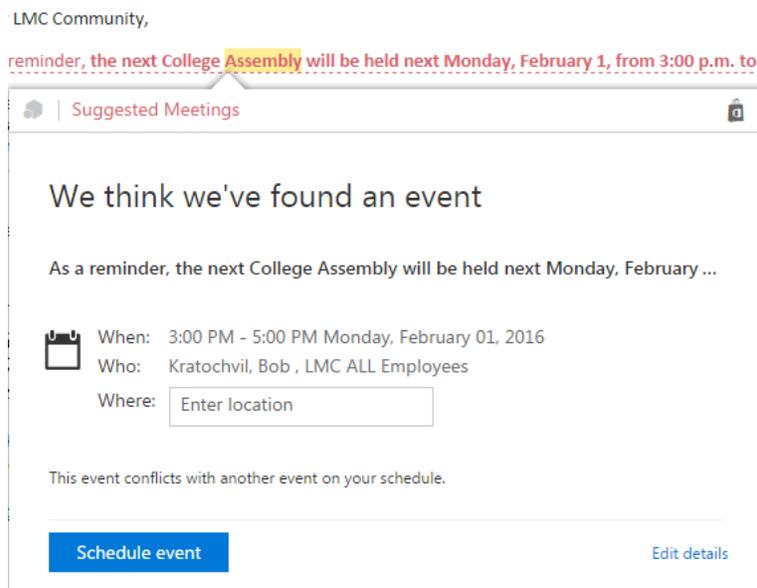
Do this instead:

Create a new calendar item by selecting the [⊕ New | ∨] option from the navigation bar and avoid the Suggested Meetings App altogether.

Or, if you do use the Suggested Meetings App, select "Edit details" instead of "Schedule Event" in the "We think we've found an event" window. This allows the user to delete any additional attendees before adding the calendar item, and it stops the event from reappearing in the sender's or other attendee's inboxes.
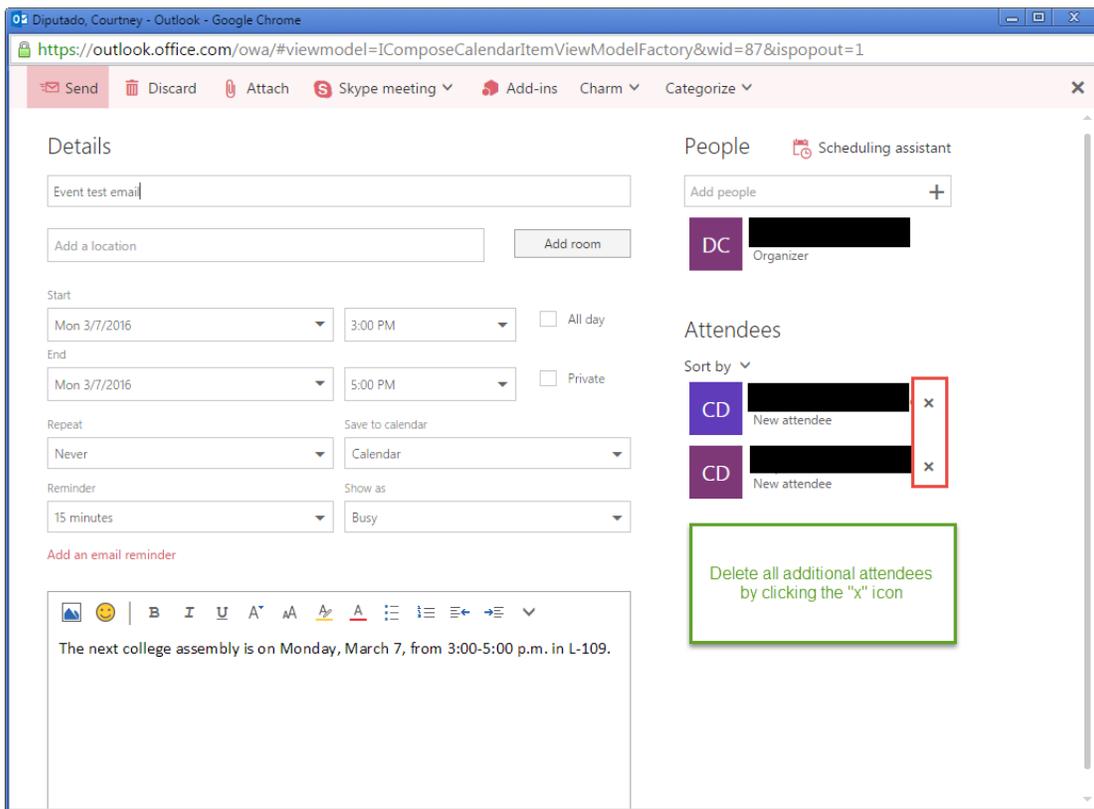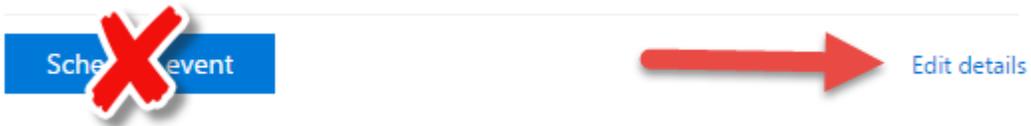
Outlook Desktop App: Meeting icon on the Home tab
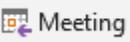
The [Meeting] icon allows users to create a meeting request from a selected email. This option will create a new event on the user's calendar, and it will send a meeting invite to the sender and anyone else included in the original mail.
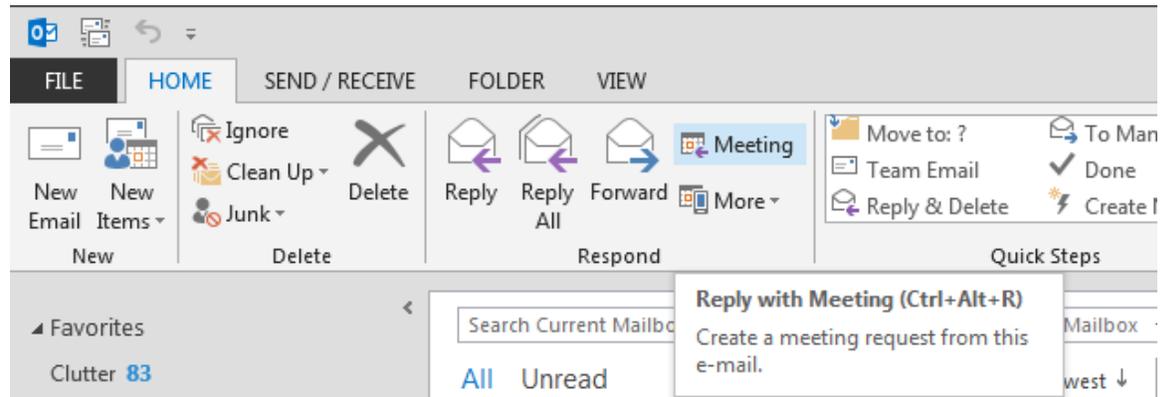
Do this instead:

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.

- In a **Calendar** folder, choose **New Appointment**. You can also right-click a time block in your calendar grid, and then choose **New Appointment**.
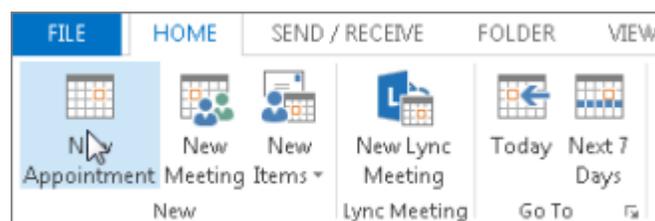
Keyboard shortcut: To create an appointment, press Ctrl+Shift+A.

You can also create an appointment directly from an email message (source)

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.
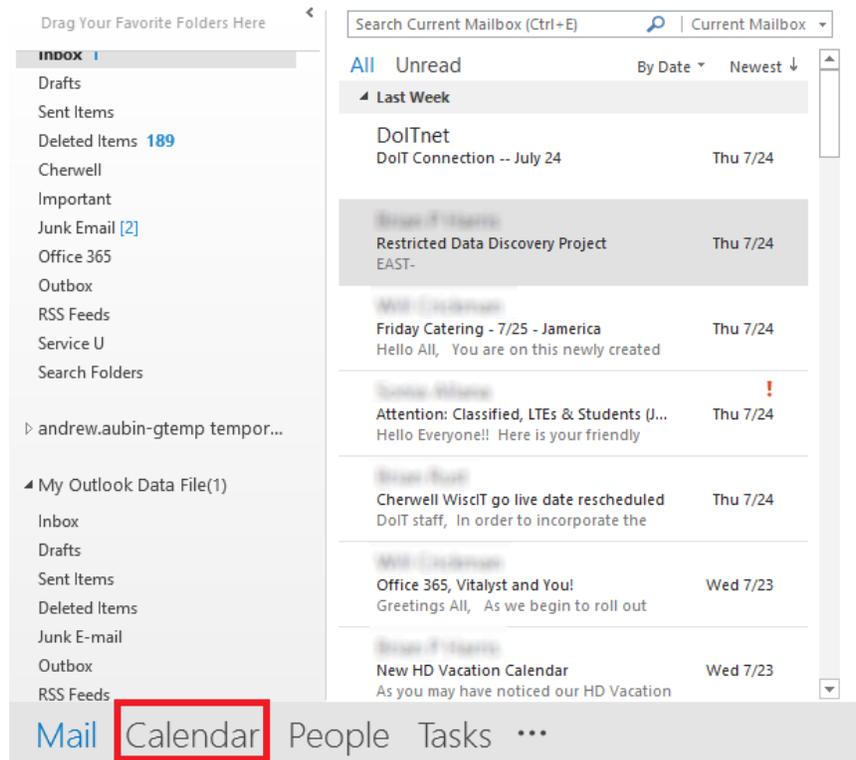
3. This will open up the Appointment window. You can now customize the date, time, and location of the event. When finished, click **Save & Close** in the upper left-hand corner of the window.
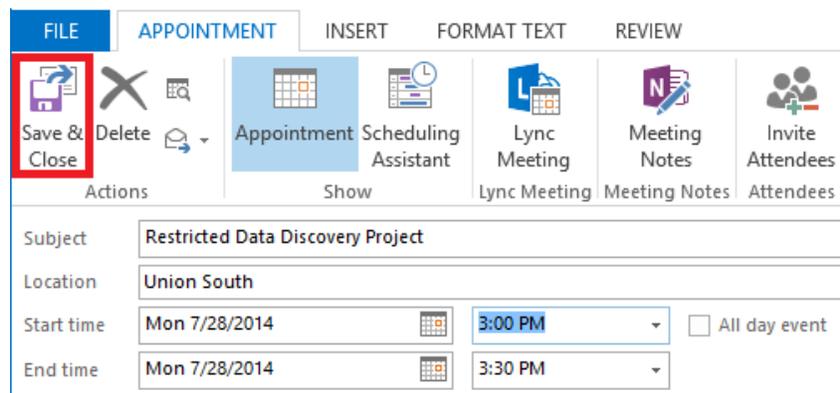
4. The appointment will now appear on your calendar during the date and time which you specified.