



How to copy a To Do into an e-mail or a meeting in Notes		
What are you going to do?	How to do it?	Where is it?
<p>To create an e-mail from a To Do</p>	<p>Mark the task on the To Do list.</p> <p>Click Copy into New and select Message.</p> <p>The To Do now opens as a new e-mail.</p> <p>Similarly you can create a meeting or another calendar item from a To Do by choosing Calendar Entry.</p>	
	<p>Tip: You can also right-click a To Do in the task list and choose Copy into New > Message.</p>	

