

How to copy a To Do into an e-mail or a meeting in Notes		
Whar are you going to do?	How to do it?	Where is it?
from a To Do list. Click Co select N The To I new e-r Similarly meeting calenda Do by cl Entry. Tip: You a To Do choose	Click <b>Copy into New</b> and select <b>Message</b> . The To Do now opens as a new e-mail. Similarly you can create a meeting or another calendar item from a To Do by choosing <b>Calendar</b>	New • Mark Complete X Copy Into New • More •   Subject ^ Så indvier vi kantinen Så indvier vi kantinen Automatisk sortering af cc-mails   Image: Opsamling agenda mandagsmøde opsamling agenda mandagsmøde Message   Image: Calendar Entry To Do
	Tip: You can also right-click a To Do in the task list and choose <b>Copy into New &gt;</b> <b>Message</b> .	

