

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 Copy into New and select Message . 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 Calendar	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 Copy into New > Message .	

