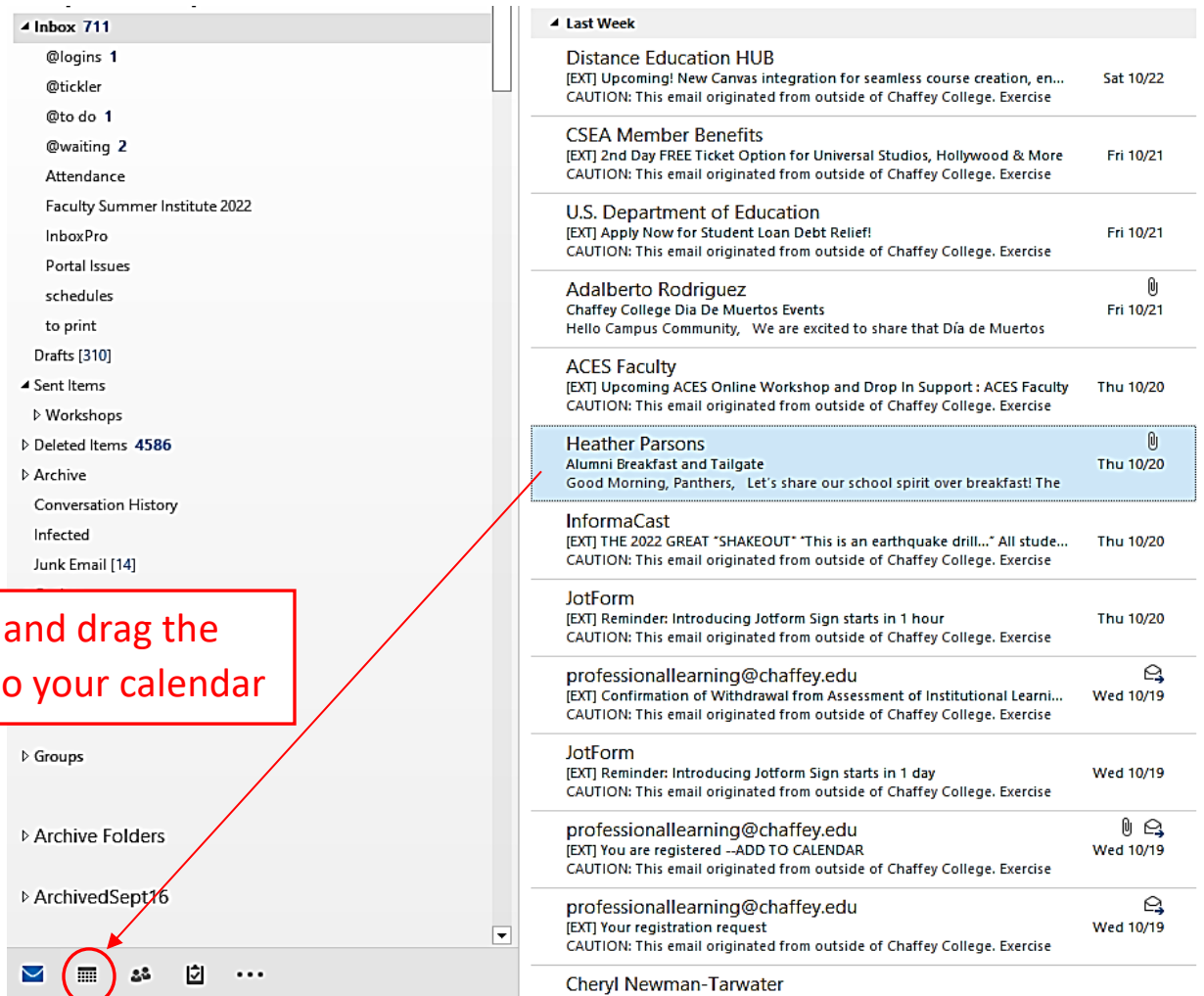
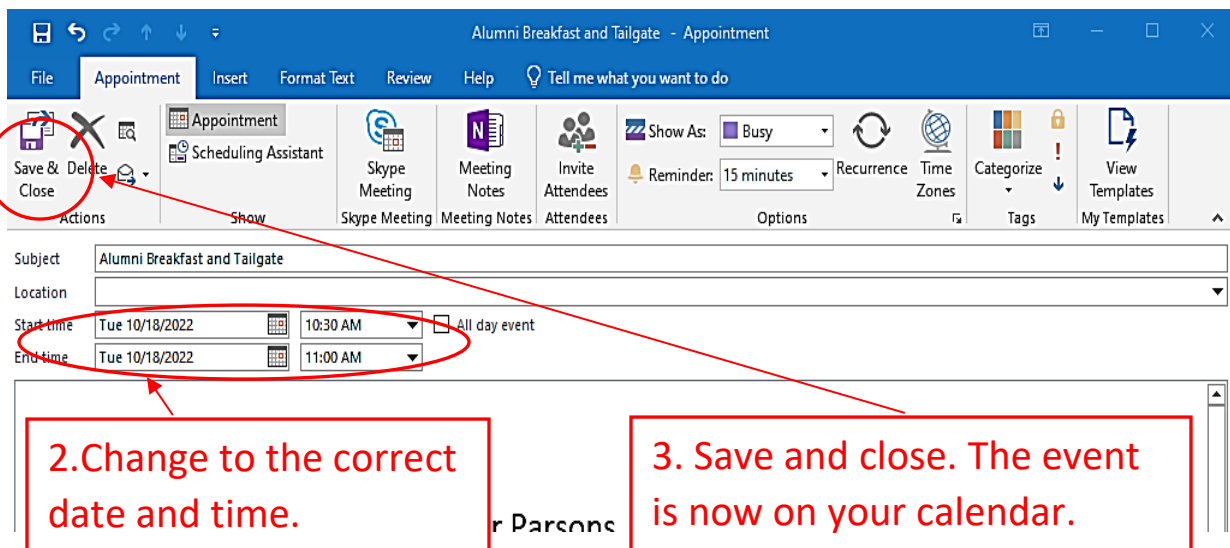


Saving emails as calendar items

Sometimes we are interested in an event that doesn't come in the form of a calendar invite. You can still add it to your calendar by following these easy steps.



1. Click and drag the email to your calendar



2. Change to the correct date and time.

3. Save and close. The event is now on your calendar.