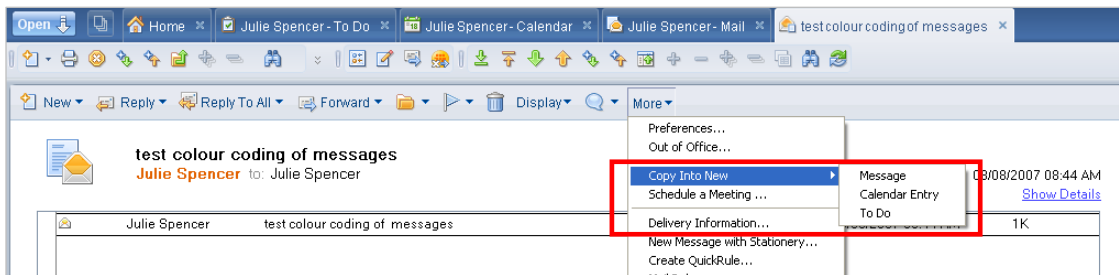


The following sections look at ways you can use mail messages in Notes to create new calendar entries, to do items and a distribution group.

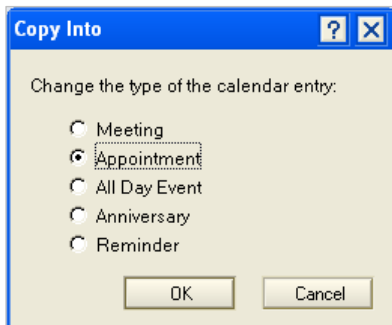
Create a calendar entry from a mail message

1. Open Notes and then click on the **Mail** icon to open your mail.
2. Click once on the **Inbox** and then click once on the mail message.
3. Click on the **More** button in the **Actions Bar**.

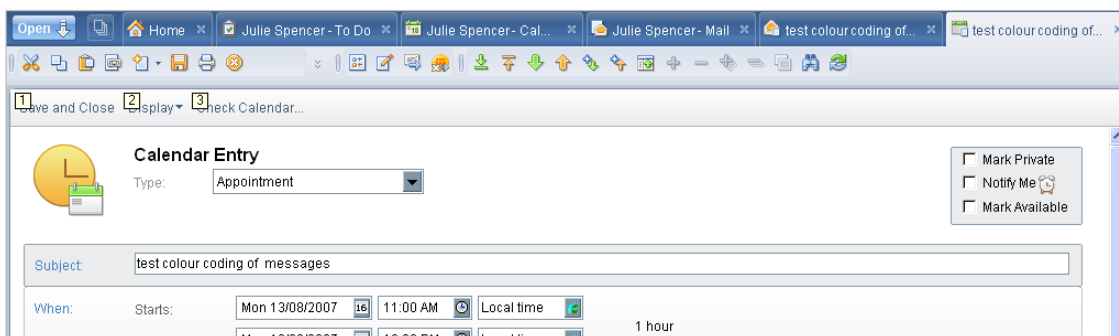


4. Select **Copy into New > Calendar Entry**.

5. The **Copy Into** dialog box will open. Select the type of calendar entry you would like to create. In this instance, select Appointment, and then click on OK.



6. The new **calendar** entry tab will open. Add further details to complete the calendar entry.

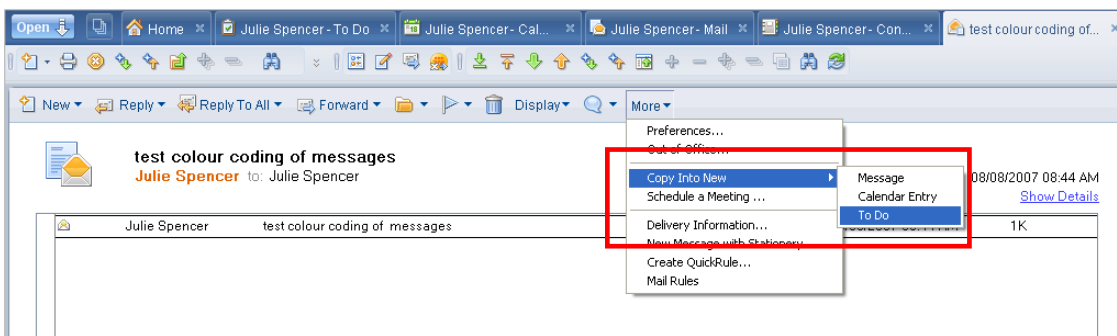


7. Click on **Save and Close** to add the entry to your calendar.

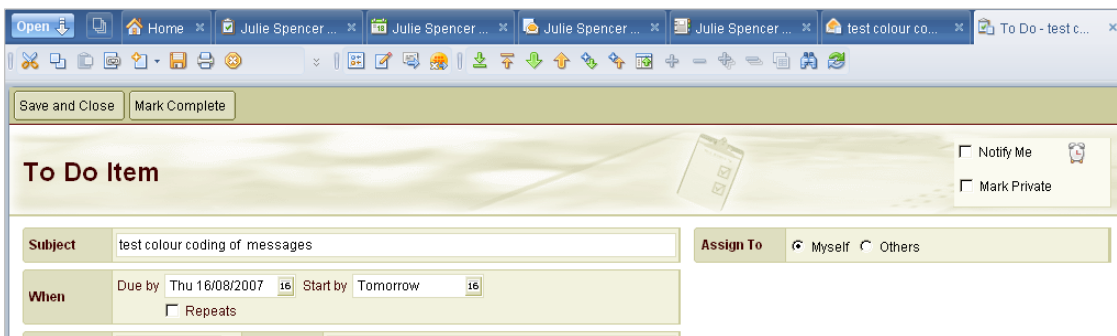
Create a To Do item from a mail message

You can create a To Do item from a mail message.

1. Open Notes and then click on the **Mail** icon to open your mail.
2. Click once on the **Inbox** and then click once on the mail message.
3. Click on the **More** button in the **Actions Bar**.
4. Select **Copy into New > To Do**.



5. The new **To Do** item will open. Add details to complete the To Do item.



6. Click on **Save and Close** to add the To Do item to your To Do list.

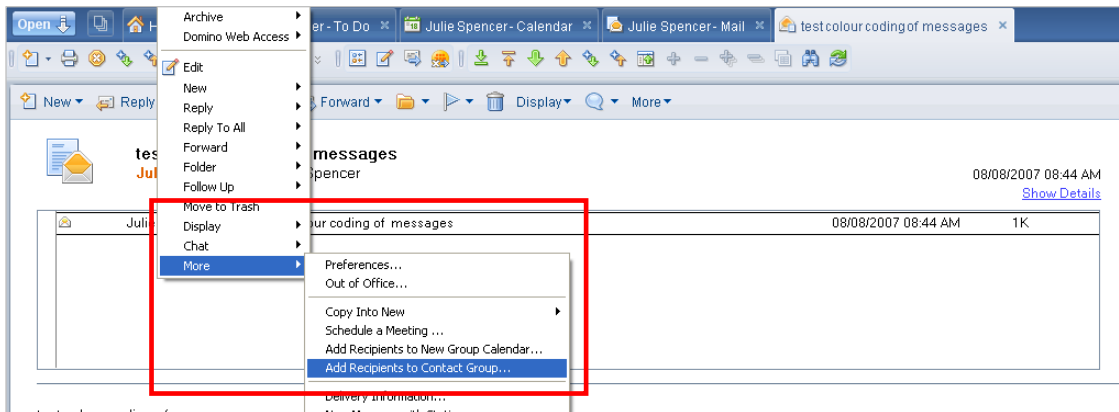
Create a group distribution from mail

If you have received a mail message where you are one of many who have received the same mail, you can create a contact group from the list of recipients in the mail. In future, you will be able use the new contact group to send one mail message to the group of recipients.

1. Open Notes and then click on the **Mail** icon to open your mail.
2. Click once on the **Inbox** and then click once on the mail message.



3. Click on the **Actions** menu > **More** > **Add Recipients to Contact Group**.



- The **Add recipients to the new group** dialog box will open.



4. Type in the name of the group.

- In this instance, leave the group as Mail only. You can change the Group Type by clicking on the drop down arrow.



5. If required, type in a description for the new group.

6. If you would like to remove a recipient's name, untick the tickbox beside the member's name.

7. Click on **OK** to complete your action.