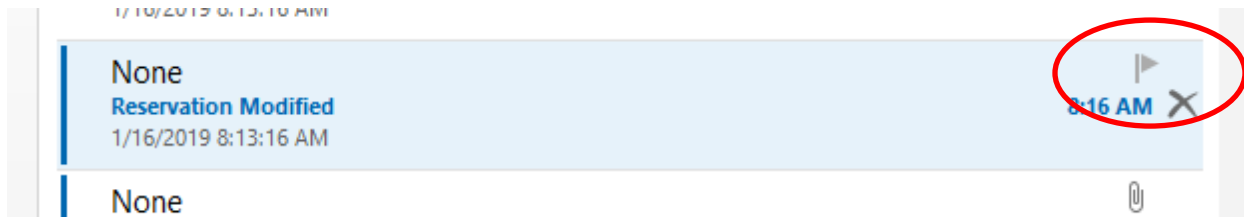


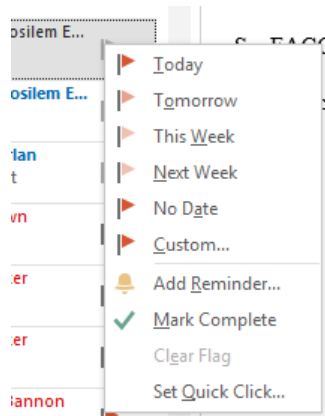
Setting reminders for email follow up

Flagging an email and setting reminders can be helpful when there is something on which you need to follow up.

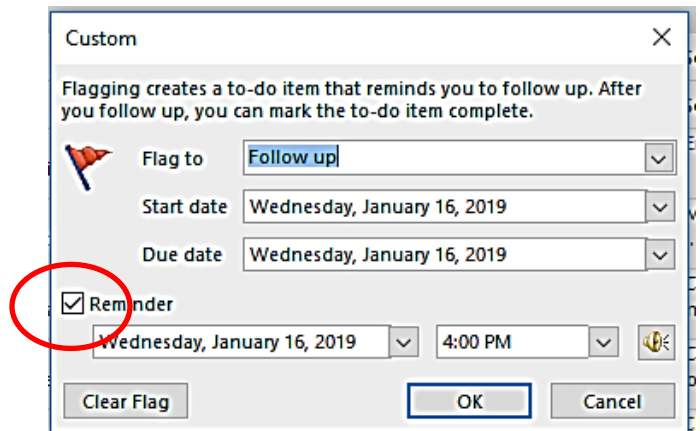
To flag an *existing email*, hover over the area shown in your Outlook mailbox and you'll see a greyed-out flag.



Right click on the flag to choose from the following options. The first 6 choices will change the flag color to red and add the item to your tasks and to-do bar.

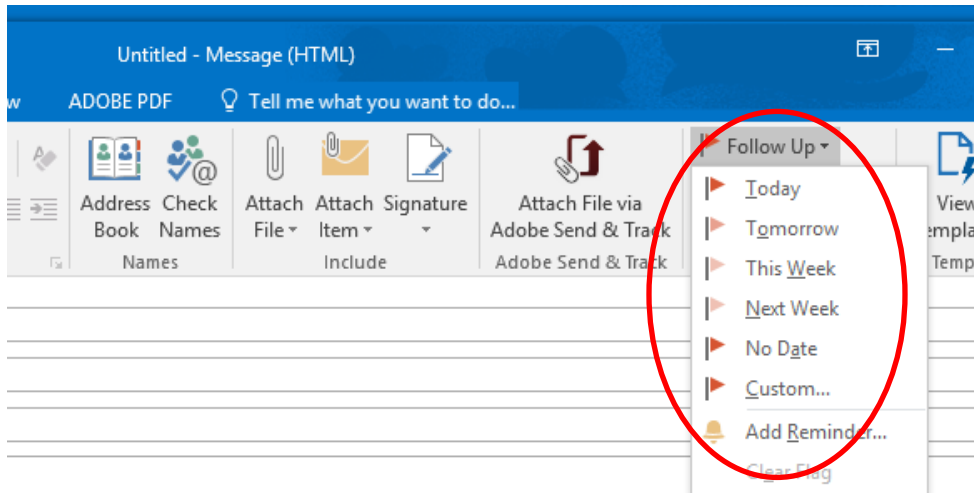


Clicking on "Custom" or "Add reminder" will allow you to select any date and to receive a reminder window.



Be sure that the reminder box is checked.

To flag a *new, unsent email* you'll click on the "Follow Up" button within the email window and select one of the options.



One difference you'll notice with a new, unsent email is that selecting "Custom" or "Add Reminder" will give you options for the recipient of the email. You'll need to check the box that says "Flag for Recipients" and select a date. If you'd like to add a reminder, you will again need to make sure that the "Reminder" box is checked". Now, when someone says, "remind me", you know exactly what to do.

