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.

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		<u>T</u> oday
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1		This <u>W</u> eek
t l		Next Week
vn		No D <u>a</u> te
		<u>C</u> ustom
:er	â.	Add <u>R</u> eminder
	\checkmark	Mark Complete
er		Cl <u>e</u> ar Flag
annon	-	Set <u>Q</u> uick Click

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

	Custom					
	Flagging creates a to-do item that reminds you to follow up. After you follow up, you can mark the to-do item complete.					
i	1	Flag to	Follow up	~		
	•	Start date	Wednesday, January 16, 2019	~		
		Due date	Wednesday, January 16, 2019	\sim		
	Remnder					
4	Wednesday, January 16, 2019 🗸 4:00 PM 🗸 🕀					
	Clear	Flag	OK Cancel			

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.

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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.

_	Custom X						
	Flagging a message for yourself creates a to-do item that reminds you to follow up. After you follow up on the message, you can mark the to-do item complete. Flagging a message for the recipient sends a flag and a reminder with your message.						
	✓ Flag for Me						
	1	Flag to	Follow up				
		Start date	Thursday, January 17, 2019				
ı		Due date	Thursday, January 17, 2019				
		Reminder	Thursday, January 17, 2019 V 8:00 AM V				
✓ Flag for Recipients							
e	Flag	Flag to	Follow up				
		Reminder	Wednesday, January 16, 2019 🗸 4:00 PM 🗸				
			OK Cancel				