FLAG MESSAGES

A Message Flag is an icon that appears in the message list. The Message Flag contains text that appears in the InfoBar in the Message window. It is possible to select from preset flag text. It is also possible to create a personal message flag. Message Flags can include a deadline. A specific date can be selected or text can be added such as tomorrow. When a message has been flagged, the recipient of the message will receive a reminder at the appropriate time. Reminders will only display if the message is stored in the Inbox. If it is stored in any other folder, the reminder will not display.

FLAG MESSAGE FOR FOLLOW-UP IN UNTITLED MESSAGE BOX

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FLAG MESSAGE FOR FOLLOW-UP IN INBOX

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ADD REMINDER TO FLAG

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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

- **Flag to**: Follow up
- **Start date**: Monday, June 18, 2018
- **Due date**: Monday, June 18, 2018
- **Reminder**: Monday, June 18, 2018, 4:00 PM

Flag for Recipients

- **Flag to**: Follow up
- **Reminder**: Monday, June 18, 2018, 4:00 PM