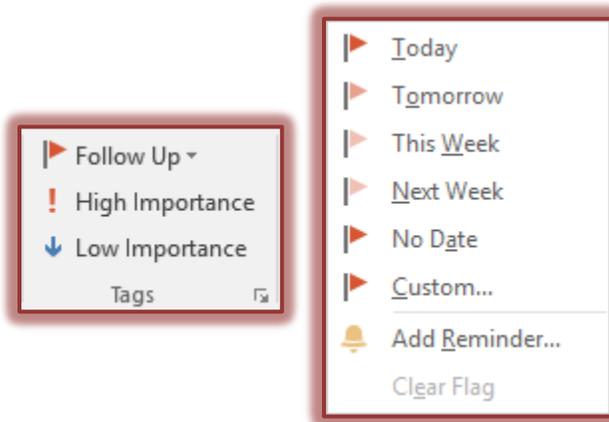


FLAG MESSAGES

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

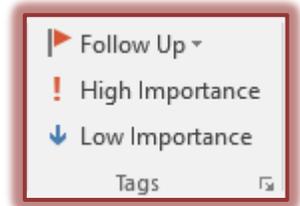
- ✦ Click the **Inbox** link in the **Folder Pane**.
- ✦ Click the **New Email** button in the **New Group** on the **Inbox** toolbar.
- ✦ The **Untitled Message** window will display.
- ✦ Input a **Recipient** for the message.
- ✦ Input the **Subject** for the message.
- ✦ Input the **Message** that you want to send to the recipient.
- ✦ Click the **Message Tab**, if necessary.
- ✦ In the **Tags** group, click the **Follow-up** button.



- ✦ A list of **Follow-up** options will display.
- ✦ Click one of the available options, such as **Tomorrow**.

FLAG MESSAGE FOR FOLLOW-UP IN INBOX

- ✦ Click the **Inbox** link in the **Folder Pane**.
- ✦ Click the **Message** for which the flag is to be created.
- ✦ On the **Home Tab** in the **Tags Group**, click the **Follow Up** link.
- ✦ A list of **Flag** options will display.
- ✦ Click one of the options to select it.



ADD REMINDER TO FLAG

- ✦ Click the **Follow-up** button as described in the two previous sections.
- ✦ Click the **Add Reminder** option in the list.
- ✦ The **Custom** dialog box will appear (see illustration top of next page).
 - ✦ Click the **Reminder** check box.
 - ✦ In the **Day and Date** list, select the day and date for the reminder.
 - ✦ In the **Time** list, select a time for the reminder.
 - ✦ Click **OK** to exit the **Custom** dialog box and save the changes.

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

 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