

# Microsoft Outlook – Working with Message Flags



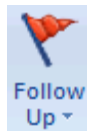
## Working with Message Flags.

A flag is a graphical prompt, displayed as a red flag, the colour gets more defined close to the due date selected.

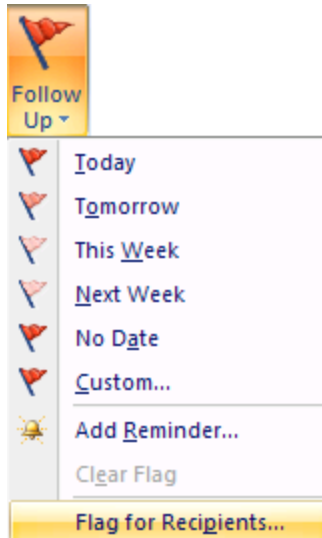
A Reminder can also be assigned to the Flag to remind your or the recipient of the email if the email has not been auctioned (opened) by the date of the reminder.

## Assigning a Flag to Outgoing Email

1. Click on the **Follow Up** icon from the ribbon.



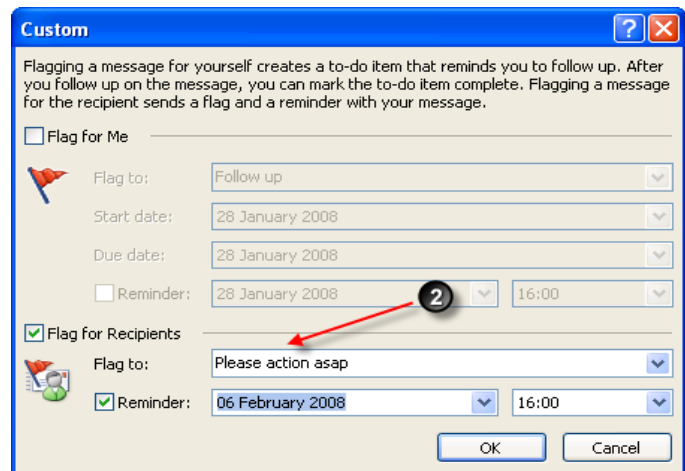
2. **Select** the required Flag.



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3. **Enter** a message for the user.

Set a reminder **Date & Time**.



## Assigning a Flag to Incoming Email.

1. **Open** the email
2. **Select** the required flag.



Read. Start by 04 February 2008. Due by 08 February 2008. Reminder: 08 February 2008 11:30.