Flag emails for recipients and for yourself [1]

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When a response to an email is essential, you can add a reminder to prompt the recipient to reply. You can also flag emails to remind yourself that you have requested a response from someone. You can later view the request in as a to-do item under **Tasks**.

Flagging emails for recipients adds text above the From line in the message and adds the email to his or her to-do list.

To flag emails for recipients:

- 1. Start a new email and click the **orange flag icon** in the header above, named **Follow Up**
- 2. Click Custom.
- 3. Once a small window opens, check Flag for Recipients.
- 4. In the Custom dialog box, change the default **Flag** to text to a description or action. For example, you could type, "Send Bill an answer for the spreadsheet."
- 5. You can also check the **Reminder** option to add a date or time for when you want the recipient to see the reminder.

To flag emails for yourself:

- 1. Once you have drafted but not sent your message, click Follow Up.
- 2. Choose the day/ timeframe you want the follow-up to occur: **Today, Tomorrow, This Week, Next Week, No Date, or Custom**. This will add a flag and create a to-do item in

 Tasks
- Since the message will be out of sight in your Sent Items folder, add a reminder for yourself to follow up. Choose Follow Up, then Add Reminder from the drop-down menu.
- 4. Set the date and time for when you want the reminder dialog box to appear.

HAVE A SUGGESTION FOR A TECH TIP TOPIC? LET US KNOW [3]!

Microsoft [4], Outlook email [5]

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