

Flag emails for recipients and for yourself ^[1]

November 29, 2021 by [UIS Communications](#) ^[2]

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.
3. 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.

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Microsoft ^[4], [Outlook email](#) ^[5]

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