


Flagging a Message for Follow-up

Flagging a message is an easy way to remind yourself to follow up on an important e-mail or task. When you flag an item, a small  icon appears next to the message, and a copy of the message is added to your To-Do List.

Flag a message

Flagging a message is extremely easy.

1. Click the **Mail** button in the Navigation Pane.
The Inbox appears.
2. Click the **Flag** area of the message you want to flag.
The default flag—the Today flag—is applied to the message, and a copy of the message is added to your To-Do List.

Other Ways to Flag a Message:

Select the message you want to flag, click the **Follow Up** button on the Standard toolbar, and select a flag from the list.

Change flags

The default flag is the Today flag, but there are several others for you to choose from.

1. Click the message containing the flag you wish to change and click the **Follow Up** button on the Standard toolbar.
A list of flags appears.
2. Select a flag from the list.
The selected flag is applied to the message.

Other Ways to Change Flags:

Right-click the flag you wish to change and select a new flag from the contextual menu.

Set a reminder date

You can add a reminder date to a flagged message so that Outlook reminds you to follow-up on the message when the specified date arrives.

1. Right-click the flag you want to add a reminder date to and select **Add Reminder** from the contextual menu.
The Custom dialog box appears. Here you can set a reminder date, change the purpose of the flag, or set a start and end date for the flag.

Exercise

- **Exercise File:** None required.
- **Exercise:** Flag a message in the Inbox. Change this flag to a Next Week flag, then remove the flag altogether.

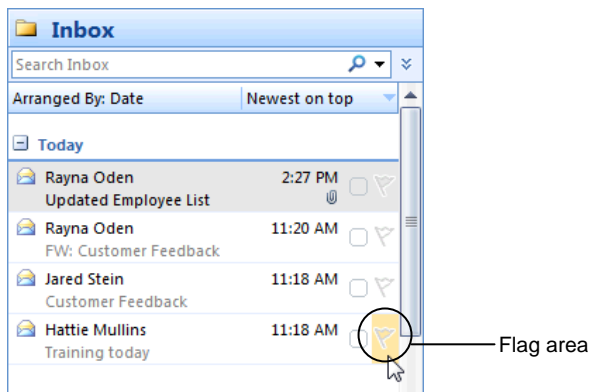


Figure 3-10: Click the Flag area of a message to flag it.

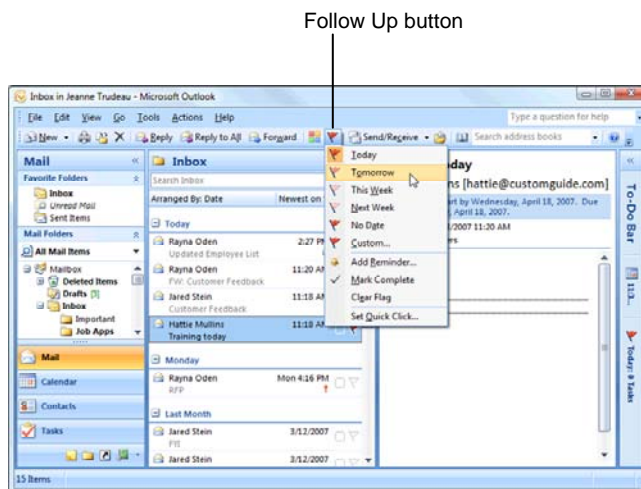


Figure 3-11: To change flags, click the Follow Up button on the Standard toolbar.

2. Click the **Reminder Date** list arrow, and select a date from the Calendar.
3. Click **OK**.
Outlook will send you a reminder to follow-up on the message when the specified date arrives.

Remove a flag

Once you've followed-up on a flagged message, you can remove the flag or mark it as "Complete".

1. Right-click the flag you want to remove.
2. Select **Mark Complete** or **Clear Flag** from the contextual menu.
Depending on the option you selected, the Flag is either replaced by a checkmark (✓) or removed altogether.

- 🔗 **Other Ways to Mark a Flag "Complete":**
Click the flag.

✔ Tips

- ✔📖 You can also control message flags from inside the Message window. To do so, click the **Follow Up** button in the Options group and select an option from the menu.
- ✔📖 You can also flag contacts and tasks.
- ✔📖 Unlike the Flag for Follow Up feature in Outlook 2003, you *cannot* color-code flags in Outlook 2007. Use categories instead.

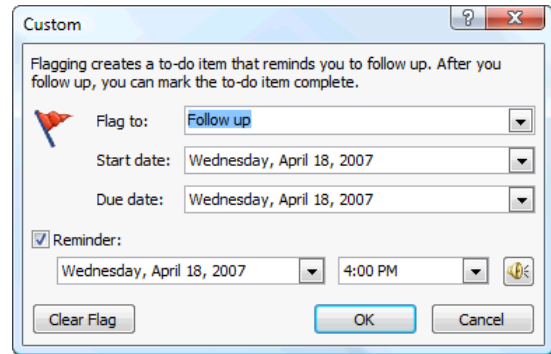


Figure 3-12: The Custom dialog box.