



Using Flags

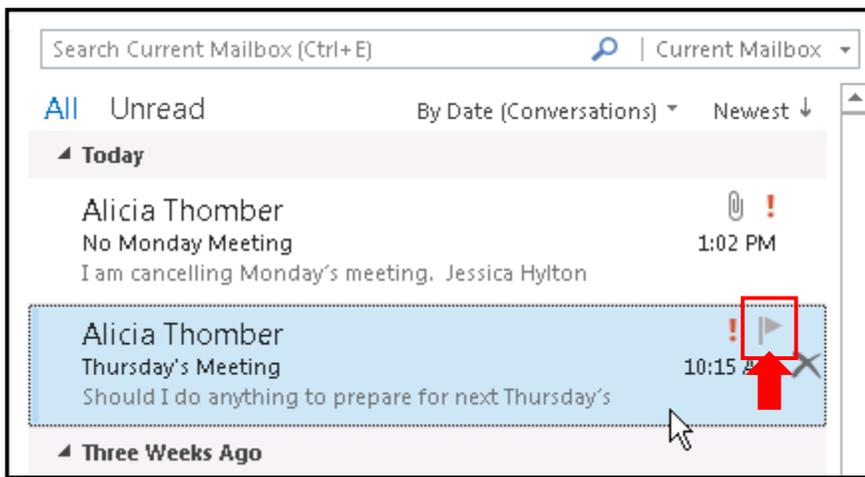
Objective

This document provides instructions on how to use flags in Outlook 2013 (after your LAUSD mailbox has migrated to Office 365).

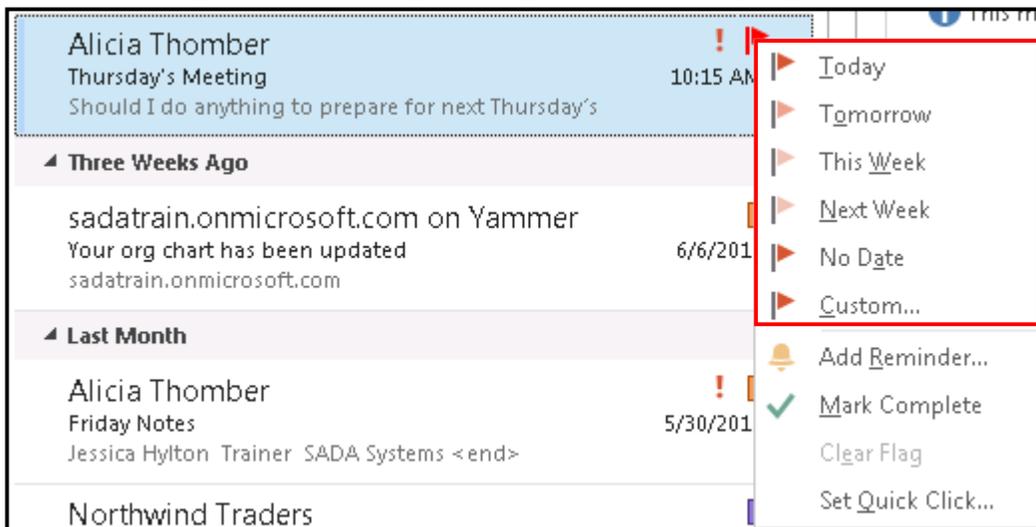
Some messages might require more time before you respond. A flag gives you a visual cue that you want to return to that message later.

Part 1 – Flag a Message

1. In the message list, hover over a message, and click the  icon to flag the message for follow-up today.



2. If the message needs follow-up on a day other than today, right-click the  icon to select other date options.

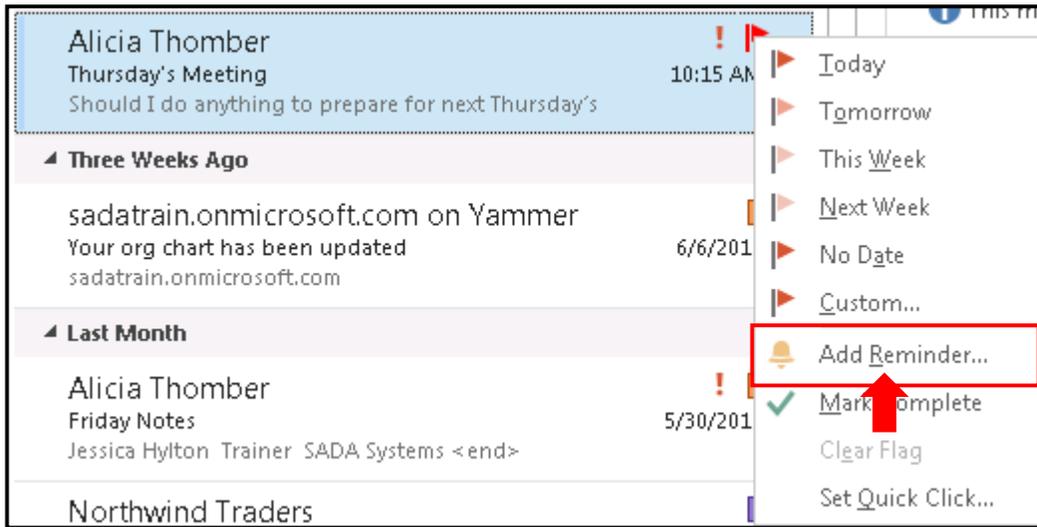




Tip: If you've opened the message and are reading it in its own window, select the **Message** tab in the menu above, click the **Follow Up** menu, and select the date when you want to follow-up.

Part 2 - Set a Reminder

1. Right-click the  icon, and select **Add Reminder**.



2. This opens the **Custom** dialog box.
 - a. In the Flag to field, change the default flag text to a description or action, such as "Respond to parent's email".
 - b. Check the **Reminder** box.
 - c. Select the date and time when you want the reminder to appear.
 - d. Click **OK**.

