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**.

Alicia Thomber Thursday's Meeting Should I do anything to prepare for next Thursday's	10:15 AN	► ►	Ioday T <u>o</u> morrow
▲ Three Weeks Ago			This <u>W</u> eek
sadatrain.onmicrosoft.com on Yammer			<u>N</u> ext Week
Your org chart has been updated	6/6/201		No D <u>a</u> te
Savatramonimerosore.com			<u>C</u> ustom
▲ Last Month			Add <u>R</u> eminder
Alicia Thomber Friday Notes	5/30/201	~	<u>Mark</u> omplete
Jessica Hylton Trainer SADA Systems < end>			Cl <u>e</u> ar Flag
Northwind Traders	[Set <u>Q</u> uick Click

- 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.

	Custom		
	Flagging creates a to-do item that reminds you to follow up. After you follow up, you can mark the to-do item complete.		
а	 Flag to Follow up		
	Start date Friday, June 27, 2014		
	Due date Friday, June 27, 2014 💌		
b	 Reminder		
С	 Friday, June 27, 2014 💽 4:00 PM 💽 🌉		
	Clear Flag d OK Cancel		