



Using Flags in Outlook Web App

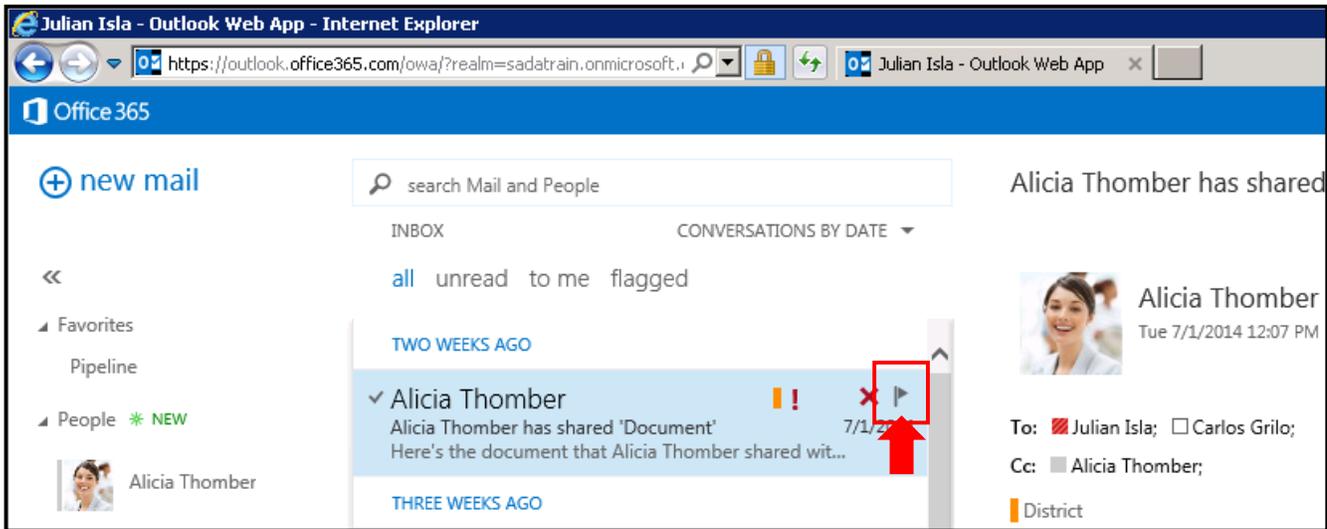
Objective

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

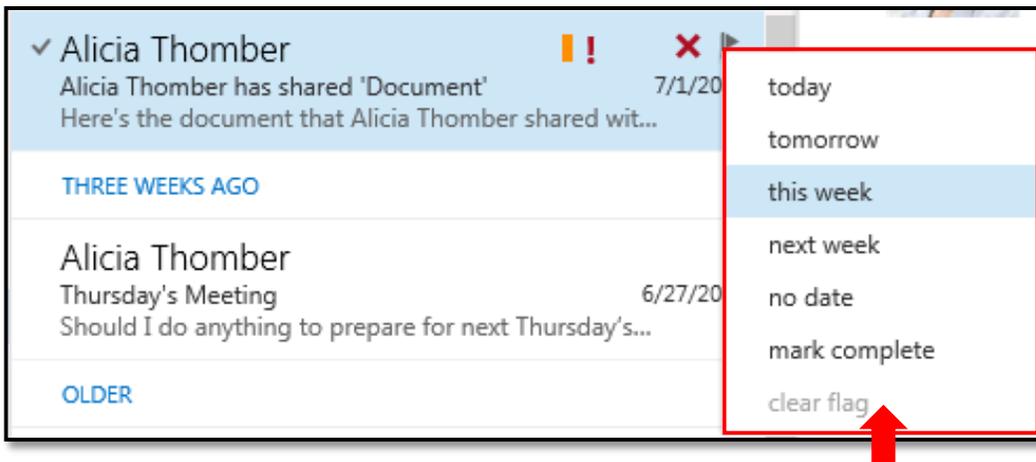
Some messages might require more time before you respond. A flag gives you a visual cue that you want to return to that message later.

Part 1 – Flag a Message

1. Sign in to your Office 365 account at <http://mailbox.lausd.net> with your email address and password.
2. In the message list, hover over a message, and click the  icon to flag the message for follow-up today.

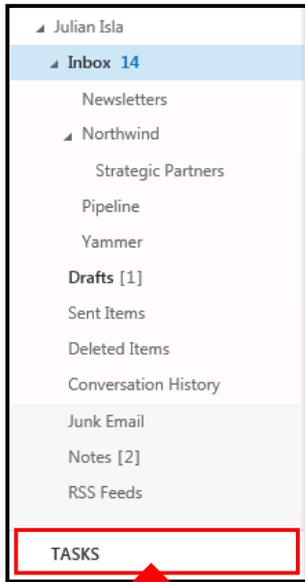


3. If the message needs follow-up on a day other than today, right-click the  icon to select other date options.

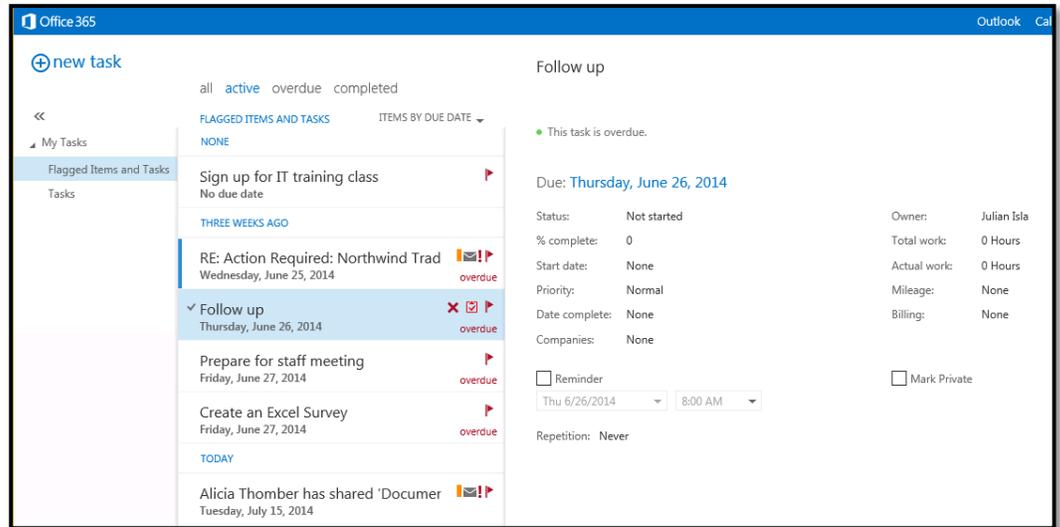




Tip: To see a complete list of flagged messages, click the Tasks button. Depending on your view, the Tasks button is either in the bottom of the Folder Pane or in the upper blue navigation bar.



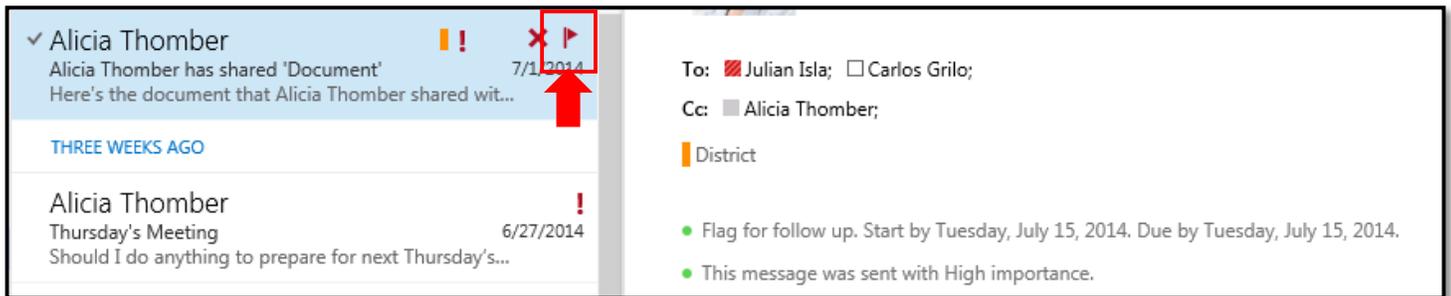
Tasks Button



Tasks View

Part 2 – Mark a Message as Complete

1. After you've taken the appropriate follow-up action, hover over the message, and click the  icon.



2. The flag icon becomes a check mark, and the message status is marked "Completed."

