

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 <u>http://mailbox.lausd.net</u> 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.

✓ Alicia Thomber	•
Alicia Thomber has shared 'Document' 7/1/20 Here's the document that Alicia Thomber shared wit	today
here's the document that when monifor shared man	tomorrow
THREE WEEKS AGO	this week
Alicia Thomber	next week
Thursday's Meeting 6/27/20	no date
Should I do anything to prepare for next Thursday's	mark complete
OLDER	clear flag



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.



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."

