

Flagging

Why use flags

You can flag an E-mail or a Contact.

Here are some examples.

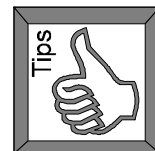
If you flag an E-mail message you can set a due date to follow up the E-mail and a reminder for you to do so.

If you flag a contact you can set a due date to call contact and a reminder to do so.

Adding a Flag to an E-mail Message

Which E-mail messages can you flag?

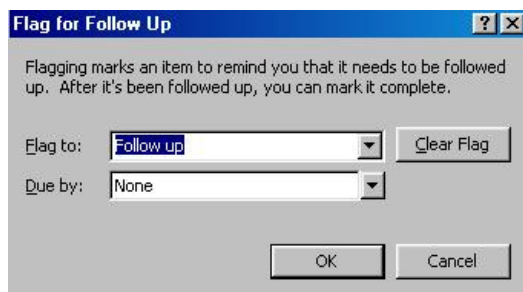
You can flag E-mails you send and E-mails you have already received.



1. Open the message you want to flag
2. Click the flag icon on the toolbar appears



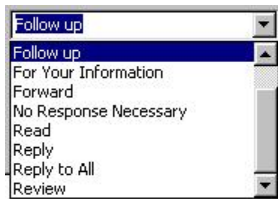
A dialog box



Outlook 2000 - Advanced E-mail Features

3. Click on the down arrow next Flag to

A drop down list appears



4. Select your flag

5. Click on the down arrow for Due by (Optional)

A Calendar will appear

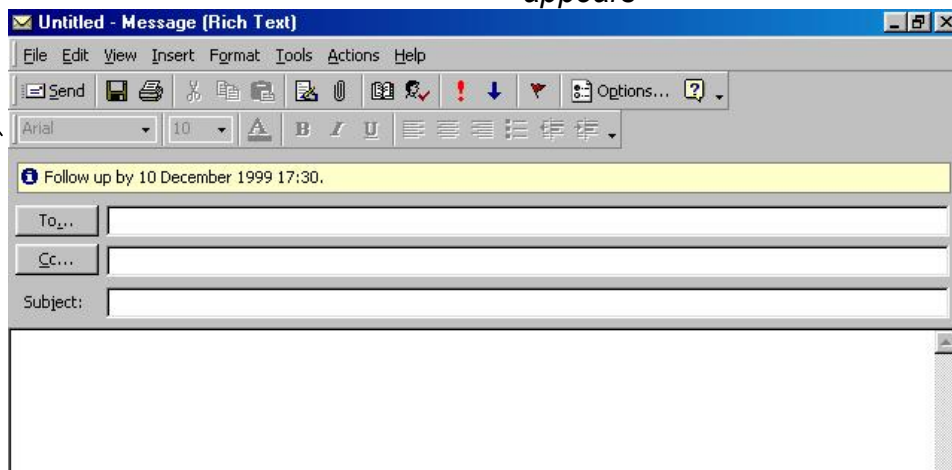


6. Select the day

7. Click OK

E-mail message dialog box appears

Description of the flag in the E-mail banner



Who gets the reminder) if you send a flagged message?

The recipient gets the reminder

