TechTip: Outlook Message Flags

THE SITUATION: Did you know that you can "flag" your messages with a due date that works like a reminder? But there's a twist -- it's the recipients that get the reminder, not you! This is great when you need feedback on a message by a deadline. Here's how...

WHAT TO DO:

1. Start a new message.

2. Click on the Flag button on the toolbar.

3. Select a message from the "Flag to" box or type in your own message.

4. In the "Reminder" box, fill-in a date and time.

5. Click the OK button.

6. Send the message as usual when you are ready.

Everyone receiving your e-mail will see a red flag next to the message in their Inbox and get a reminder to follow-up as you've requested. The reminder looks and acts like a calendar reminder, opening in a small window and allowing them to "dismiss", "snooze", or "open". This is a helpful way to gently remind others when a deadline is approaching.
Hot Tip!

**Avoiding The Reminder.** If you receive a message with a flag and want to turn off the reminder, just open the message, click on the Flag button on the toolbar, and put a check in the "Completed" box. "Completed" messages show up with white flags in your Inbox.

**Caution!**

*This tip does not work with Outlook Web Access.*

Enjoy!