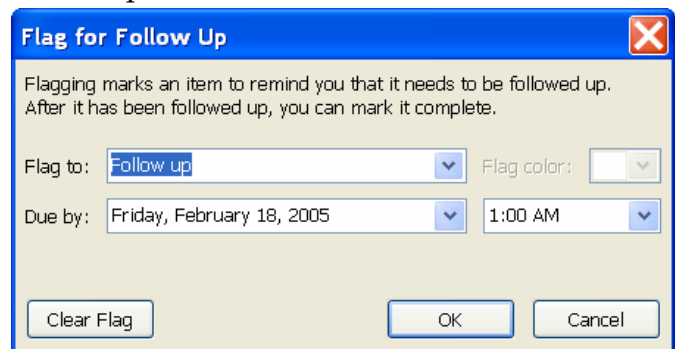


## FLAGGING MESSAGES

A Message Flag is an icon that appears in the message list. The Message Flag contains text that appears in the InfoBar in the Message window. It is possible to select from preset flag text. It is also possible to create a personal message. Message Flags can include a deadline. A specific date can be selected or text can be added such as **tomorrow**. When a message has been flagged, the recipient of the message will receive a reminder at the appropriate time. Reminders will only display if the message is stored in the **Inbox**. If it is stored in any other folder, the reminder will not display.

- ✦ Click the **Inbox** link on the **Navigation Pane**.
- ✦ Click the **New Message** button on the **Inbox** toolbar.
- ✦ The **Untitled Message** dialog box will display.
- ✦ Input a recipient for the message.
- ✦ Input the subject for the message.
- ✦ Input the message that you want to send to the recipient.
- ✦ Click the **Flag** icon on the toolbar.
- ✦ The **Flag for Follow Up** dialog box will display.
- ✦ Click the list arrow for **Flag to** and choose one of the options.
- ✦ Click the left **Due by** list arrow and choose the date for follow up.
- ✦ Click the right **Due by** list arrow and choose the time of day for the follow up.
- ✦ To clear the dialog box, click the **Clear Flag** button.
- ✦ Click **OK** to exit the dialog box to accept the changes.
- ✦ The **Flag for Follow Up** dialog box will close.
- ✦ The **InfoBar** shows the flag message (see illustration).

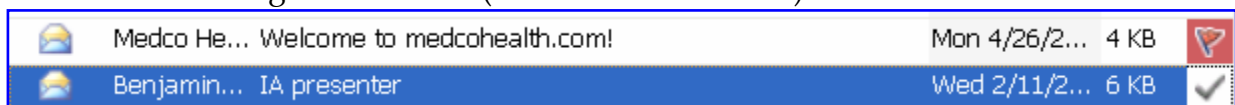


This message has not been sent.  
Forward by Monday, February 21, 2005 1:00 AM.

### QUICK FLAGS

These types of flags are easy to use. Simply click the shaded **Flag Status** icon to the right of a message, once to flag for follow up and again to mark it completed. To do this:

- ✦ In the **Inbox**, click the **Flag Status** icon on the right side of the message.
- ✦ The icon and the flag will turn red (see illustration below).



- ✦ Click the **Flag Status** icon again.
  - ✦ The icon will turn white.
  - ✦ The flag will change to a check mark to indicate the task has been completed (see illustration above).
- ✦ **Right-click** the **Flag Status** icon of another message.
- ✦ Click **Add Reminder** on the **Shortcut** menu.

- ✦ The **Flag for Follow Up** dialog box will appear (see illustration on previous page).
  - ✦ In the **Flag to** list, click one of the options.
  - ✦ In the **Flag Color** list, select a color for the **Flag Status** icon.
  - ✦ Select a **Due Date** for the task by clicking the **Due by** list arrow and selecting a date.
  - ✦ When all the changes have been made, click the **OK** button.
- ✦ Right-click the **Flag Status** icon for a message.
- ✦ Choose a different color for the flag.
- ✦ Right-click the **Flag Status** icon next to a message that has had a flag applied.
- ✦ Click the **Clear Flag** option to remove the flag from the selected message.
- ✦ To set a default flag color:
  - ✦ Right-click a message in the **Inbox**.
  - ✦ Click the **Set Default Flag** option.
  - ✦ Choose a **Flag Color** from the list that appears.
- ✦ All flags from this point on will display in the selected color.