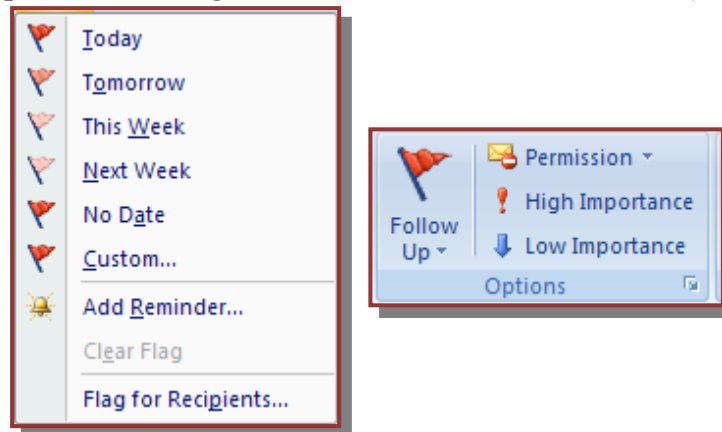


FLAGGING MESSAGES

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 flag. 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.

FLAG MESSAGE IN UNTITLED MESSAGE BOX

- ✦ 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 **Message Tab**, if necessary.
- ✦ In the **Options** group, click the **Flag** button on the **Standard** toolbar (see illustration below left).



- ✦ A list of **Flag** options will display (see list above right).
- ✦ Click one of the available options, such as **Tomorrow**.

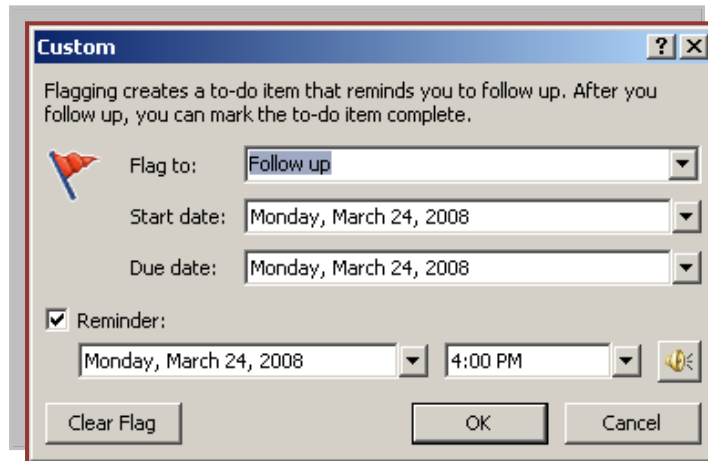
FLAG MESSAGE IN INBOX

- ✦ Click the **Inbox** link in the **Navigation Pane**.
- ✦ Click the **Message** for which the flag is to be created.
- ✦ Click the **Follow-up** button on the **Standard** toolbar (see illustration at right).
- ✦ A list of **Flag** options will display.
- ✦ Click one of the options to select it.



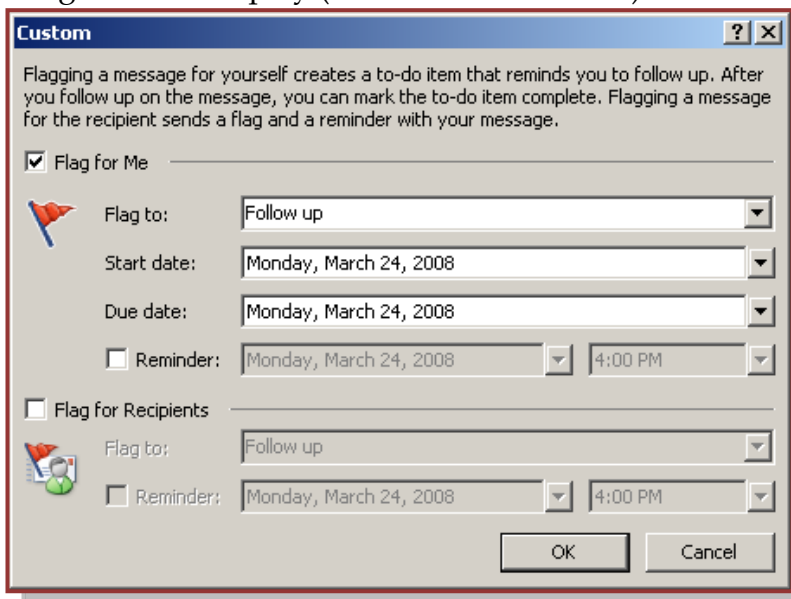
ADD A REMINDER TO FLAG

- ✦ Click the **Follow-up** button as described in the two previous sections.
- ✦ Click the **Add Reminder** option in the list.
- ✦ The **Custom** dialog box will appear (see illustration top of next page).
 - ✦ Click the **Reminder** check box.
 - ✦ In the **Day and Date** list, select the day and date for the reminder.
 - ✦ In the **Time** list, select a time for the reminder.
 - ✦ Click the **Sound** button to browse for a sound to be played with the reminder.
 - ✦ Click **OK** to exit the **Custom** dialog box and save the changes.



CREATE A CUSTOM FOLLOW-UP FLAG

- ✦ To create a **Custom** flag, click the **Custom** link.
- ✦ The **Custom** dialog box will display (see illustration below).



- ✦ When the changes have been made, click the **OK** button to save the changes and exit the dialog box.
- ✦ Click **OK** again to exit the **Custom** dialog box.
- ✦ Click **OK** again
- ✦ The **Info Bar** in the **Untitled Message** box will show the flag message (see illustration below).

