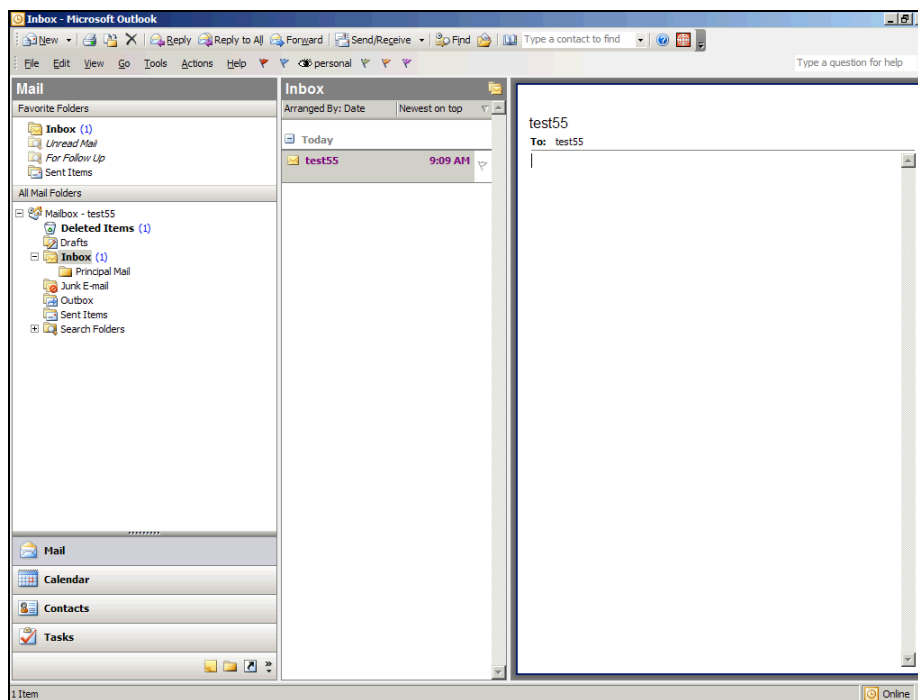


## Inbox Tools

### Marking a Message for Follow Up

#### Procedure

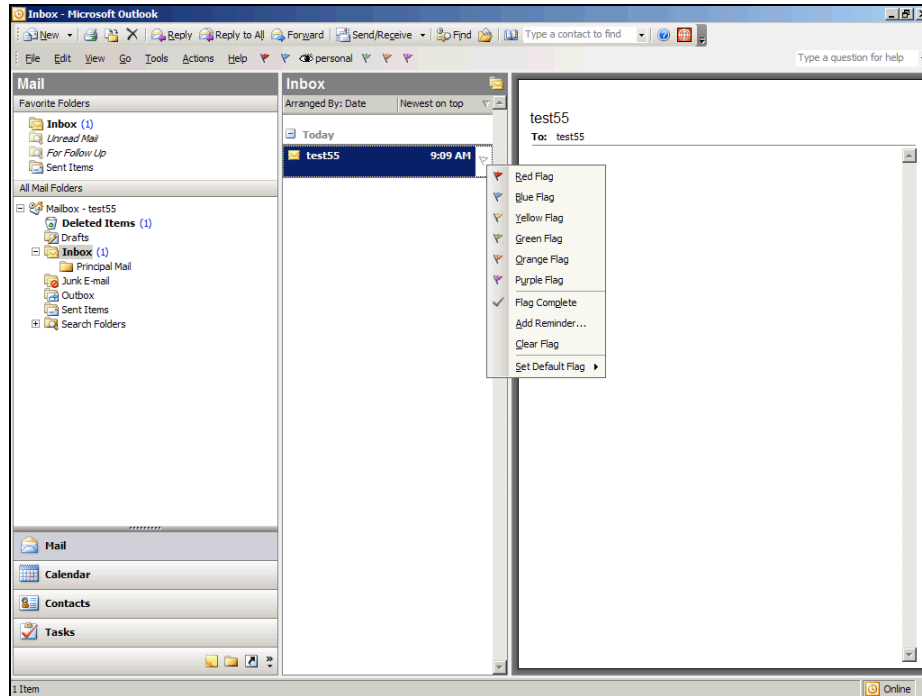
As an Outlook user, you can mark a message for follow up. You can set a time and date to follow up on the message.



Step	Action
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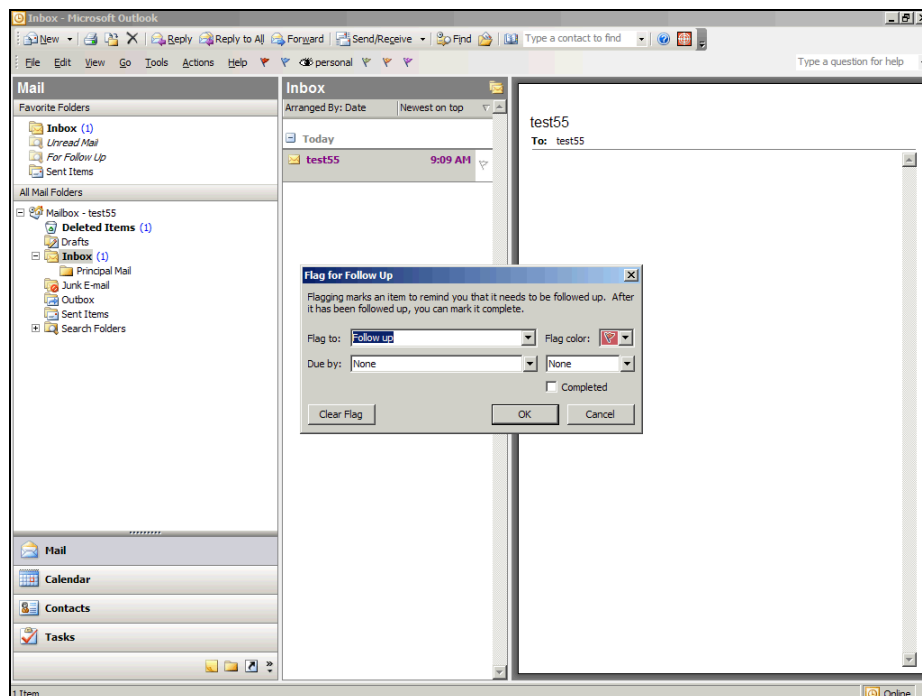
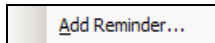
1. To begin, Right-click the **Flag** to the right of the message.





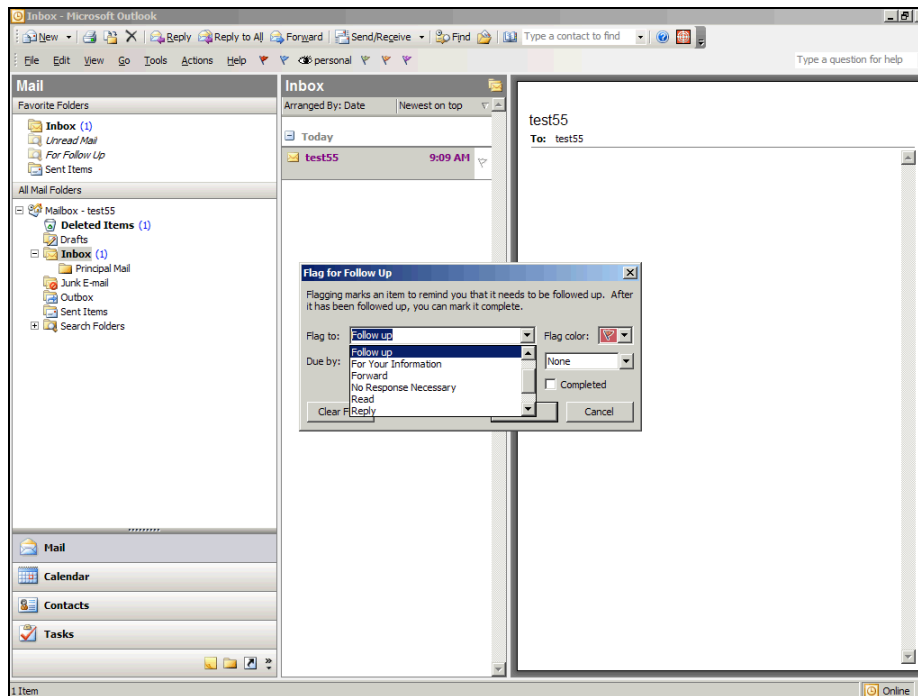
**Step Action**

2. Select **Add Reminder** from the drop down list.



Step	Action
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3. Click the **Flag to** down arrow.



Step	Action
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4. You can see the different choices you have to flag a message.



5. Click the Flag Color pull down arrow to chose a Flag Color.

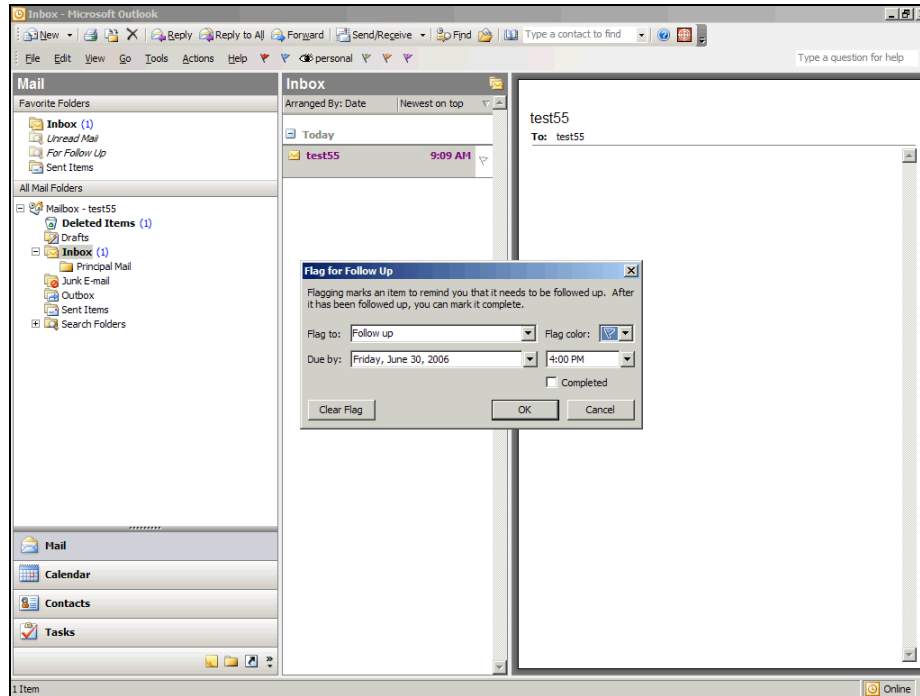


6. Click the **Due by:** down arrow if you want to set a due date to respond to this email.



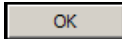
7. Using this down arrow will allow you to set the time to respond by.





Step	Action
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- Click the **OK** button.



- Congratulations, you have successfully completed the topic on Marking a Message for Follow Up.  
**End of Procedure.**