Send a message that has a reminder for other people

Use discretion when you send reminders to other people. Some recipients might not appreciate reminders while they work. Another option is to send a message that is flagged with start and due dates and more information in the **Flag to** list. This way, the information is available to the recipients in the InfoBar of the message, without a reminder.

To send a flag so that others are prompted to do something, do the following before you send the message:

1. In the open message, on the **Message** tab, in the **Tags** group, click **Follow Up**, and then click **Flag for Recipients**.
2. Under **Flag for Recipients**, in the **Flag to** list, click the type of flag that you want to send.
3. By default, messages flagged for recipients include a reminder. If necessary, change the date and time. If you don't want to include a reminder, clear the **Reminder** check box.