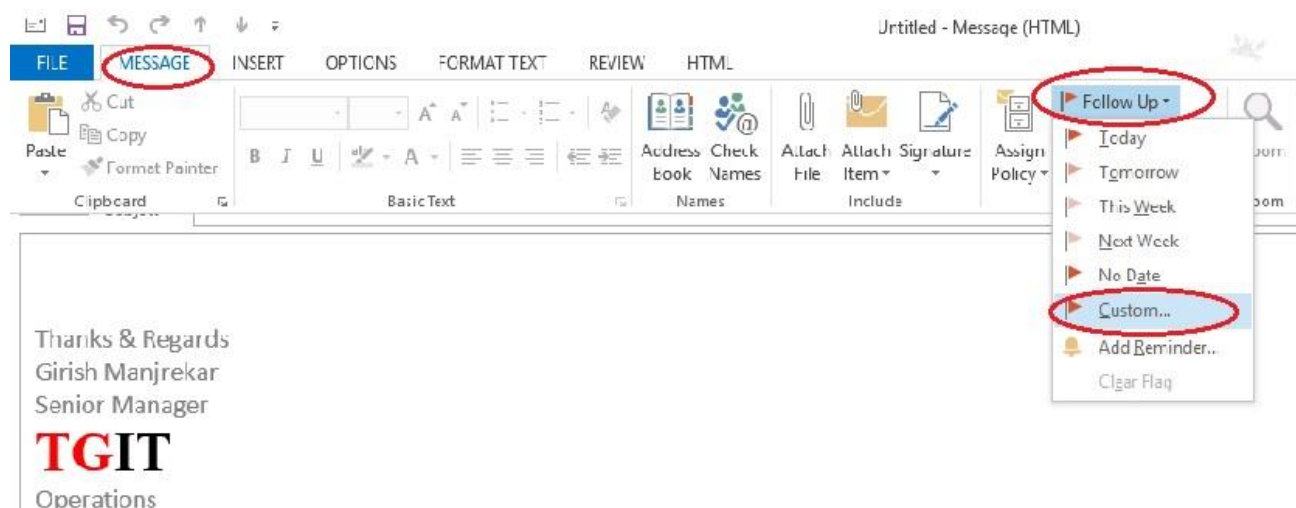


DID YOU KNOW?

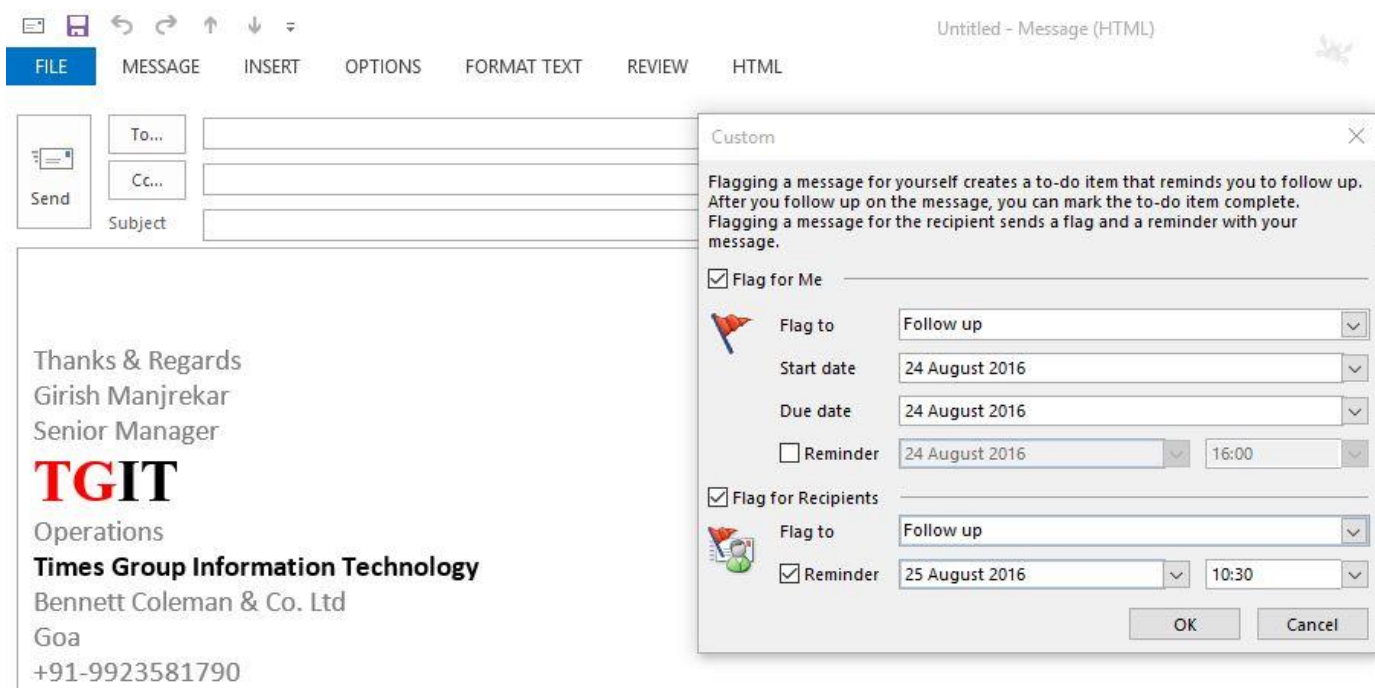
How to Flag Emails for Follow-ups

If you want to encourage people to reply to a message or you want to request other actions from them, you can send them a flagged message. You can add text that is specific to your request. You can choose from several options in a list or type your own text. The default text is Follow Up.

1. Open your outlook and in a new message, on the Message tab, in the Tags group, click Follow Up and click on Custom option.



2. On the Follow Up menu, click Flag for Recipients.



The screenshot shows an email composition window titled 'Untitled - Message (HTML)'. The menu bar includes FILE, MESSAGE, INSERT, OPTIONS, FORMAT TEXT, REVIEW, and HTML. The 'MESSAGE' menu is open, and the 'Follow Up' option is selected, opening a 'Custom' dialog box. The dialog box contains the following information:

Flagging a message for yourself creates a to-do item that reminds you to follow up. After you follow up on the message, you can mark the to-do item complete. Flagging a message for the recipient sends a flag and a reminder with your message.

☒ Flag for Me

Flag to: Follow up

Start date: 24 August 2016

Due date: 24 August 2016

☐ Reminder: 24 August 2016 16:00

☒ Flag for Recipients

Flag to: Follow up

☒ Reminder: 25 August 2016 10:30

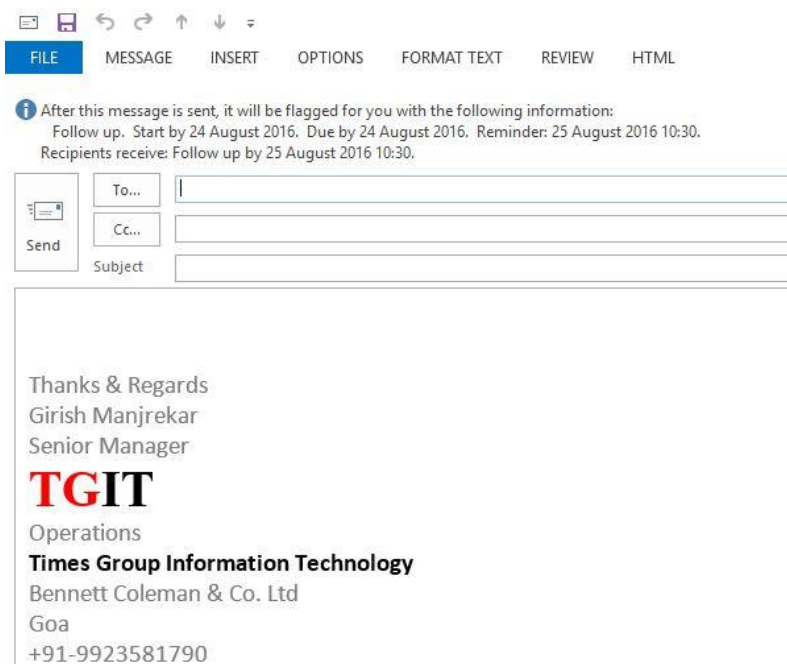
Buttons: OK, Cancel

The email body contains the following text:

Thanks & Regards
Girish Manjrekar
Senior Manager
TGIT
Operations
Times Group Information Technology
Bennett Coleman & Co. Ltd
Goa
+91-9923581790

3. Select the reminder date as required.

4. Click ok. This will show a small message below the menu bar and the recipient will get a flagged message with follow-up reminder on the selected date.



The screenshot shows the email composition window after clicking 'OK' in the 'Custom' dialog. A message is displayed below the menu bar:

After this message is sent, it will be flagged for you with the following information:
Follow up. Start by 24 August 2016. Due by 24 August 2016. Reminder: 25 August 2016 10:30.
Recipients receive: Follow up by 25 August 2016 10:30.

The email body contains the following text:

Thanks & Regards
Girish Manjrekar
Senior Manager
TGIT
Operations
Times Group Information Technology
Bennett Coleman & Co. Ltd
Goa
+91-9923581790

Thank You