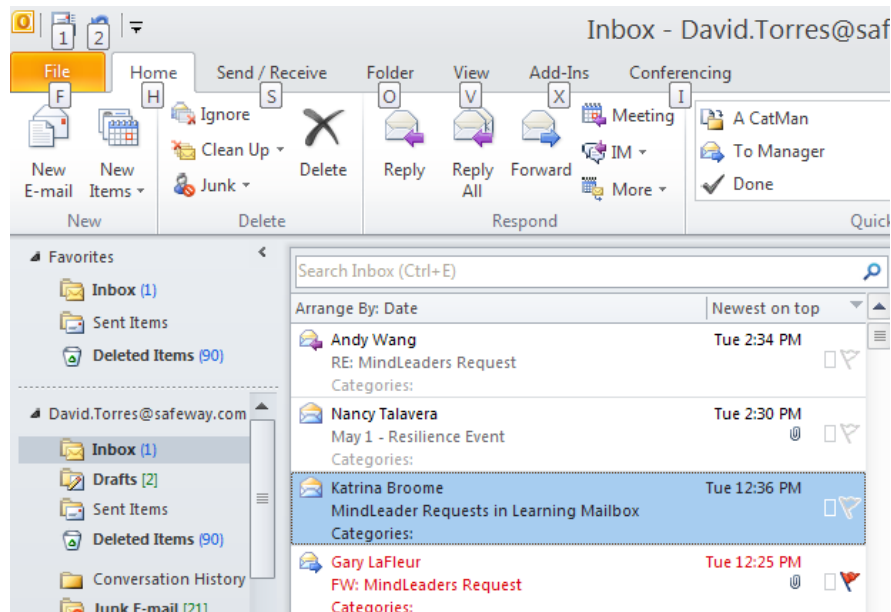
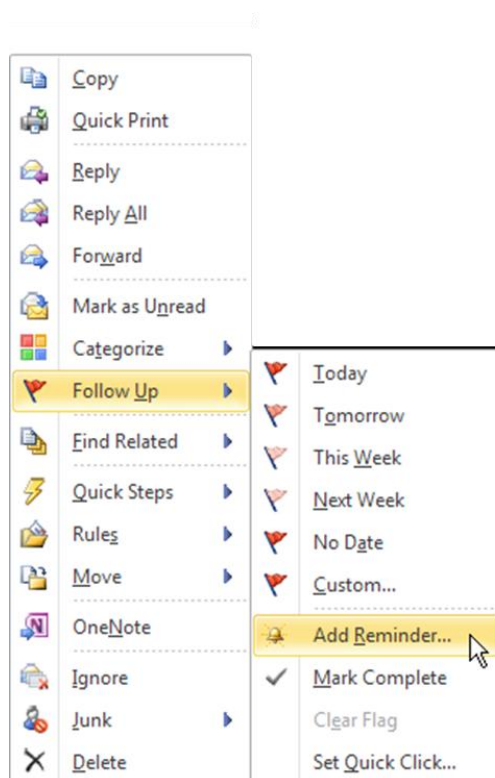


Set a Reminder on an eMail

- 1) I know I need to respond back to Katrina highlighted in blue below I just need to take care of some work and requests before I do.
- 2) Right click on the email you want to set a reminder to. In this case it is Katrina's

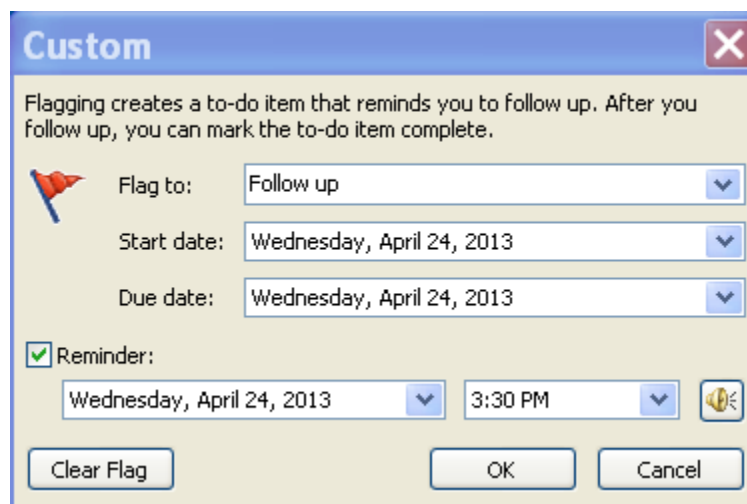


- 3) When you right click the following menu will appear Scroll down to **Follow Up** then scroll to **Add Reminder.**



4) At this screen you have several options

- a. Flag to: I choose Follow up
- b. Start Date: Todays Date
- c. Due Date: Todays Date
- d. Checked the Reminder box to have a pop up reminder appear at a designated time and day. Here I choose the current Date and 3:30 PM
- e. All of these choices are up to the user to set to get the reminder to pop up when you need it to.



The screenshot shows a 'Custom' dialog box with a blue title bar and a close button (X) in the top right corner. The main text area contains the instruction: 'Flagging creates a to-do item that reminds you to follow up. After you follow up, you can mark the to-do item complete.' Below this text are three dropdown menus: 'Flag to:' with 'Follow up' selected, 'Start date:' with 'Wednesday, April 24, 2013' selected, and 'Due date:' with 'Wednesday, April 24, 2013' selected. A checkbox labeled 'Reminder:' is checked. Below the checkbox are two more dropdown menus: the first shows 'Wednesday, April 24, 2013' and the second shows '3:30 PM'. To the right of these is a small icon of a bell. At the bottom of the dialog are three buttons: 'Clear Flag', 'OK', and 'Cancel'.

5) With this reminder set I will have the email flagged with a red flag in my inbox as well as a pop up window reminding me to follow up with Katrina's email at 3:30 PM close to the end of my day. With this quick tip responding back to an email that doesn't need an immediate answer becomes an automated part of my day as opposed to having to remember one more thing in a busy day.