

Outlook 2016: Flagging a Message for Follow Up

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Flagging a Message for Follow-Up

Messages may not always be responded to, forwarded, or even fully read when first received. To ensure a message does not get lost you may flag it. There are several options to choose from, along with a way to customize, add a reminder, check as complete, and clear flags. As in other sections of Outlook 2016, there are several ways to do this. This lesson will cover two methods.



1. **Close** any open email messages.
2. Open the **Office Supplies** email by double-clicking on it.
3. From the **Tags group**, click the **down arrow** on **Follow-Up**.
4. Click on the **Flag for Tomorrow**.

You can set a Reminder to be sure you follow up by a certain time.

1. From the **Tags group**, click the **down arrow** on **Follow-Up**.
2. Click on **Add Reminder**.
3. Scroll to notice the various options. Set the Reminder time as **11:00 a.m.**
4. Click **OK**.
5. Notice the Flag reminder is now in color. This reminds you follow-up is needed for this message.
6. Close the email by clicking the **X**.
7. Note you can also Flag a message right from the Inbox without opening the message or right-clicking on it.

Clearing a Message

After following up, you can clear the flag for follow up.

1. Right-mouse click on the **Office Supplies email**.
2. Click on **Follow Up** and then click **Clear Flag**. Notice the Flag status in the window.