

## FLAG EMAIL MESSAGES

### FLAGGING MESSAGES

#### FLAG A MESSAGE OR CONTACT FOR FOLLOW UP

Applying a flag to a message or a contact in Microsoft Outlook gives you a visual reminder to follow up on it in some way. You can use flags with default dates, such as **Today**, **Tomorrow**, and **Next Week**, or customize your flags with specific dates.

Flags for messages appear in your e-mail views, and flags for contacts appear in Contact table views. With a Quick Click flag, you can also assign flags to items with a single click. A flagged item also appears in the To-Do Bar, the Daily Task List in Calendar, and in the Tasks view.

#### FLAG DATES ON THE FOLLOW UP MENU

The following table describes how the dates work for the flags on the **Follow Up** menu, which is in the **Tags** group. However, you can customize the dates and set reminders for any flag.

Flag	Start date	Due date	Reminder
Today	Current date	Current date	One hour before the end time of today's work day
Tomorrow	Current date plus one day	Current date plus one day	Start time of current day plus one work day
This Week	Current date plus two days, but no later than the last work day of this week	Last work day of this week	Start time of current day plus two work days
Next Week	First work day of next week	Last work day of next week	Start time of the first work day of next week
No Date	No date	No date	None
Custom	Current date is displayed; choose a custom date if desired	Current date is displayed; choose a custom date if desired	Current date is displayed; choose a custom date if desired

#### ADD A FLAG TO A MESSAGE

Flags create a visible reminder that an action is due. When a message is flagged, a flag appears for that message in the message list. Flagged items also appear in the To-Do Bar, in the Daily Task List in Calendar, and in the To-Do List in the Tasks view. In addition to flags, you can include a reminder that alerts you at a pre-determined time.

As you hover over flagged messages in the Task List, the details that are associated with the flag appear, such as the due date, the type of follow up that is needed, or a when a reminder will appear.

Do one of the following:

- In an open message, on the **Home** tab, in the **Tags** group, click **Follow Up**, and then click a flag.

## FLAG EMAIL MESSAGES

- In a message list, such as your Inbox, click  to the right of the item to set your default flag. For more default date options, right-click on the flag and select from the drop down list.

**Tip:** You can also assign a flag to a message with one click. For more information, see [Add a Quick Click flag](#).

If you want more options for the due date, you can add a flag with a custom date.

- In an open message, on the **Home** tab, in the **Tags** group, click **Follow Up**, and then click **Custom**.
- In a message list, such as your **Inbox**, right-click , and then select **Custom**.
- In the **Start Date** and **Due Date** boxes, select the dates that you want.

**Note:** Flagging an item does not assign a reminder to the item. You can add a reminder by right-clicking the flagged item and selecting **Add Reminder**. For more information, see [Add a flag with a reminder date](#).

### ADD A FLAG TO A CONTACT

Flags can also be applied to contacts. A flag on a contact gives a visible reminder to take an action related to the contact, such as calling or contacting someone. Flagged contacts appear in the To-Do Bar, Daily Task List in Calendar, and in the Tasks view. To add a flag to a contact, do one of the following:

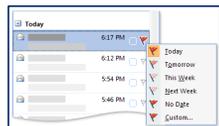
- In an open contact, on the **Contact** tab, in the **Tags** group, click **Follow Up**, and then click a flag.
- In **Contacts**, click on the contact you want to flag. Then, on the **Home** tab, in the **Tags** group, click **Follow Up**, and then click a flag.

**Tip:** You can also assign a flag to a message with one click. For more information, see [Add a Quick Click flag](#).

If you want more options for the due date, you can add a flag with a custom date.

- In an open contact, on the **Contact** tab, in the **Tags** group, click **Follow Up**, and then click **Custom**.
- In **Contacts**, click on the contact you want to flag. Then, on the **Home** tab, in the **Tags** group, click **Follow Up**, and then click **Custom**.
- In the **Start Date** and **Due Date** boxes, select the dates you want.

### ADD A QUICK CLICK FLAG



If there is one flag that you frequently use, such as Next Week, you can assign that as your Quick Flag. When you click the flag column, the Quick Flag is applied. By default, the Quick Click flag is set for **Today**.

## FLAG EMAIL MESSAGES

**Note:** When you change the default Quick Click flag, items you have previously flagged are not changed.

### ASSIGN A QUICK CLICK FLAG TO A MESSAGE

In your **Inbox**, to the right of a message, click the **Flag Status** column. This adds the flag that you selected as your Quick Click flag to the column.

**Note:** A Quick Click flag can be added to multiple messages at the same time. Press and hold CTRL as you click each message, and then click the **Flag Status** column next to one of the messages.

### ASSIGN A QUICK CLICK FLAG TO A CONTACT

In **Contacts**, in a table view such as **By Follow Up Flag**, next to a contact, click the **Flag Status** column. This adds the flag that you selected as your Quick Click flag to the column.

**Note:** A Quick Click flag can be added to multiple contacts at the same time. Press and hold CTRL as you click each contact, and then click the **Flag Status** column next to one of the messages.

### ADD A FLAG WITH A REMINDER

If you want to be reminded to take action on a flagged item, you can add a reminder. For example, you can add a reminder for a message so that you remember to reply by a certain time, or you can add a reminder for a contact to remember to return a telephone call.

1. Do one of the following:
  - In an open message, on the **Home** tab, in the **Tags** group, click **Follow Up**.
  - In **Contacts**, click on the contact you want to flag. Then, on the **Home** tab, in the **Tags** group, click **Follow Up**.

**Tip:** You can also add a flag with a reminder to an item in a table view. In your **Inbox** or in a list of contacts, select an item, and then click **Follow Up** in the **Tags** group.

2. On the **Follow Up** menu, click **Add Reminder**.
3. In the **Reminder** list, click the arrow, and then select the date when you want to be reminded.
4. Then, select the time of day to be reminded.

You can also select other information for the item in the **Start date**, **Due date**, and **Flag to** boxes. In the **Flag to** list, you can select other text, such as **Review** or **Reply to all**, to reinforce what the reminder is for. This text appears in the InfoBar in the message. You can also type your own text into the **Flag to** box.

5. To change the default reminder sound, click the speaker icon , and then browse to a sound file. If the **Play this sound** check box is cleared, select it.

## FLAG EMAIL MESSAGES

### ADD A FLAG FOR RECIPIENTS

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. In a new message, on the **Message** tab, in the **Tags** group, click **Follow Up**.
2. On the **Follow Up** menu, click **Flag for Recipients**.
3. In the **Flag to** list, select an action, or type your own text. What you select or type here appears in the InfoBar in the message that the recipient receives.
4. If you do not want to send a reminder with the message, clear the **Reminder** box.
5. If you want to send a reminder with the message, in the **Flag for Recipients** section, select a date and time from the lists. If you do not want to send a reminder, clear the **Reminder** box.

### ADD A FLAG AUTOMATICALLY WITH A RULE

A rule is an action that Outlook performs automatically upon incoming or outgoing messages based on conditions that you have specified. You can decide what happens to your unread messages — for example, messages from a particular person or group — before they arrive in your Inbox.

#### To add a flag automatically with a rule:

1. Click the **File** tab.
2. Click **Manage Rules & Alerts**.
3. Click **New Rule**.
4. Under **Step 1: Select a template** in the Rules Wizard; click **Flag messages from someone for follow-up**.
5. Click **Next**.
6. Follow the instructions in the Rules Wizard.

**Note:** To apply this rule to all accounts and each **Inbox** folder, select the **Create this rule on all accounts** check box on the last page in the Rules Wizard.

### REFERENCES

Microsoft Corp. "Outlook Help."

Help Sheet compiled by Marsha Ann Tate, Ph.D., January 23, 2016. Last updated May 2, 2016. Questions or comment?

[info@mtateresearch.com](mailto:info@mtateresearch.com)

Commented [MAT1]: Did you explain what a "rule" is?