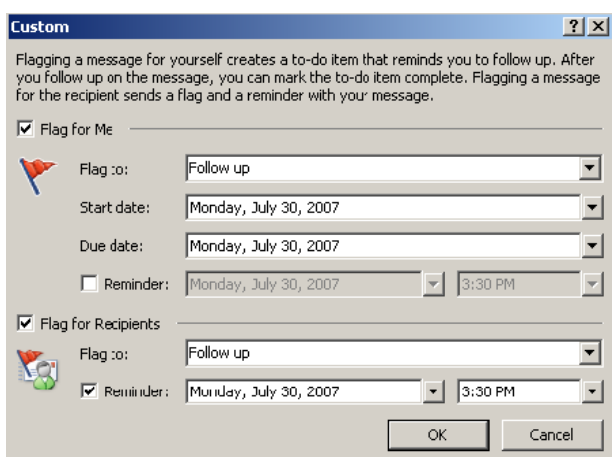


Microsoft Outlook 2007 – Flag an outgoing message

You have several options available to you for flagging an outgoing message. You can flag the message for you to follow-up or you can flag the message for the recipient to follow-up on. Furthermore, you can set this follow-up for the time frame that works for this specific message.

From the open message, go to the Message tab and click on the **Follow Up** button.

To flag the message for you to follow-up, make a selection for the time frame you want a reminder (Today, Tomorrow, This Week, Next Week, No Date, or for a custom flag, Custom).

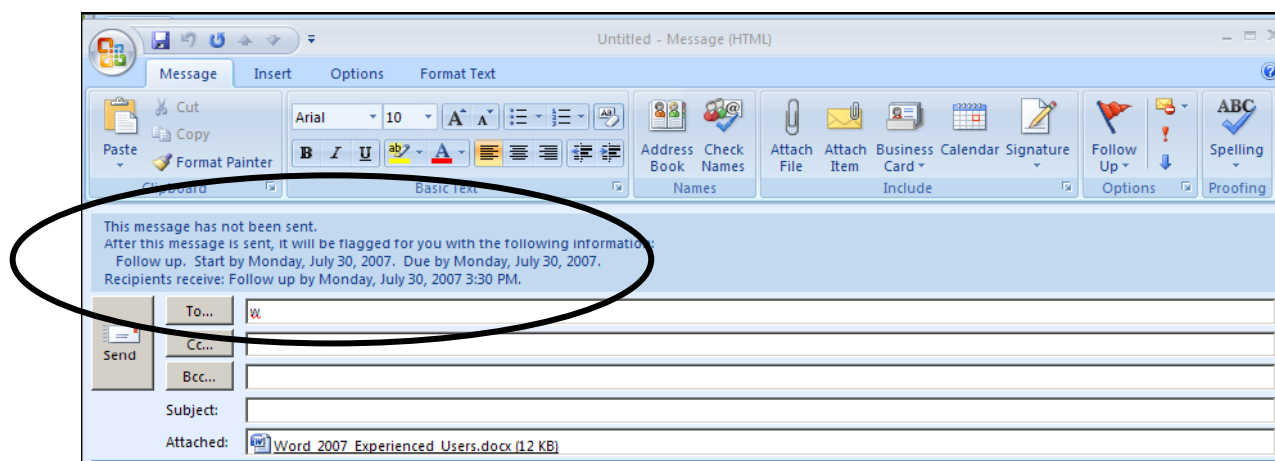


To flag the message for the recipient to follow-up, select **Flag for Recipient**.

At the bottom of the box, make your selections and click on the **OK** button.

You can do both follow-ups on one message. When you are finished with the follow-ups, the message will add an indication of the flag.

For the recipient, the message will be automatically flagged in their Inbox upon arrival. For your follow-up, the message will be listed in your Task List and a reminder will display.



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