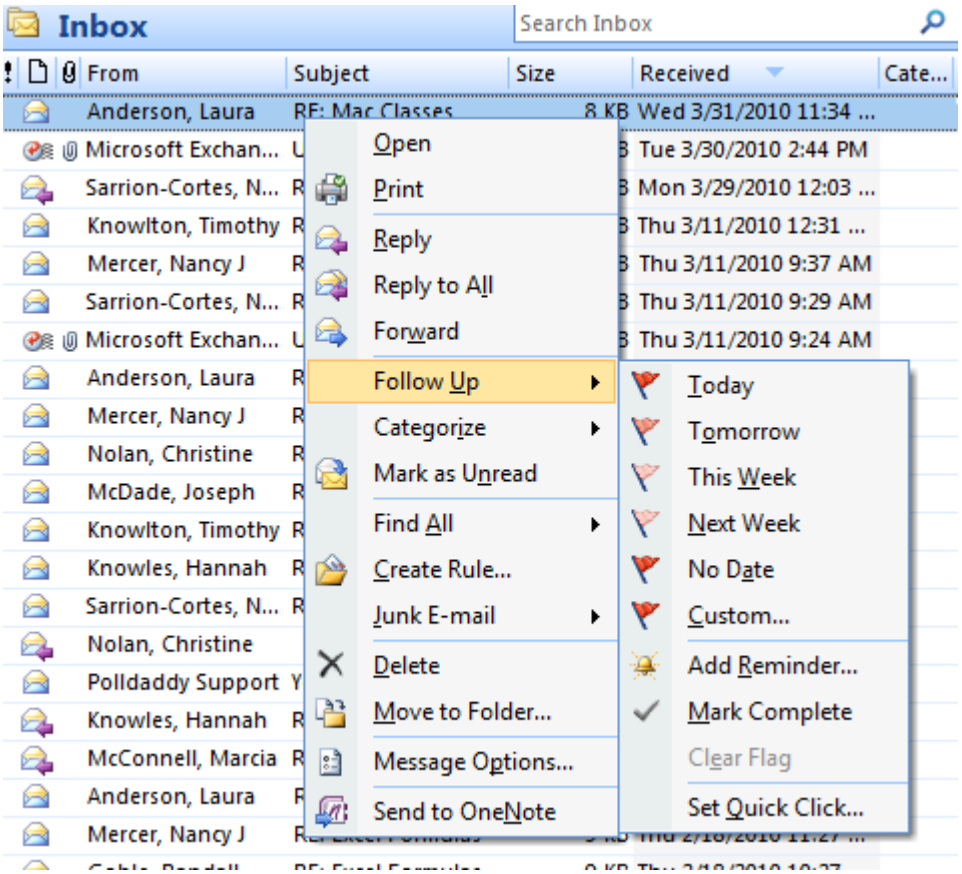
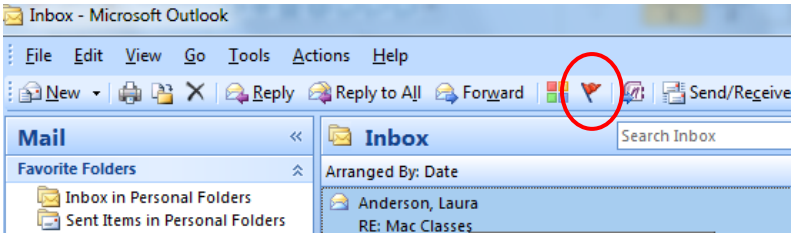
Using Flags in Outlook 2007

Flags can be useful for marking important e-mail items, grouping items within a folder, searching e-mail items and even setting reminders for important e-mails.

A flag can be set for an e-mail by right clicking the e-mail and selecting **Follow Up**. A list of different types of flags and other items will appear.

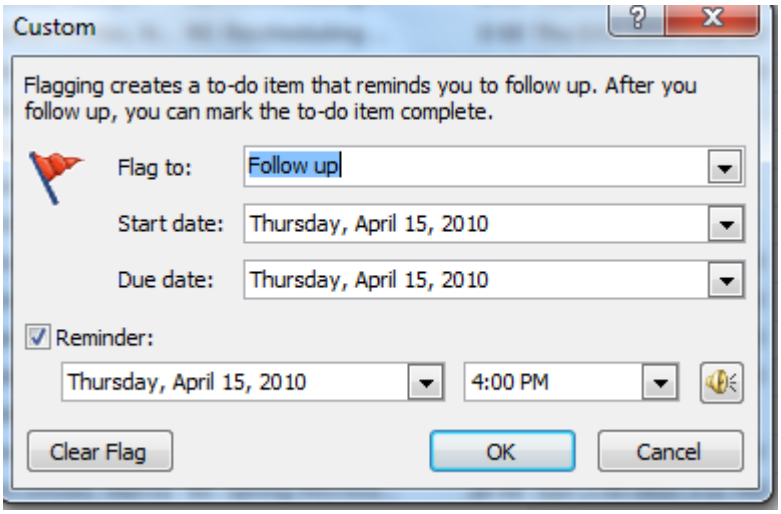


You can also add a flag by selecting the e-mail and clicking the flag icon on the toolbar.



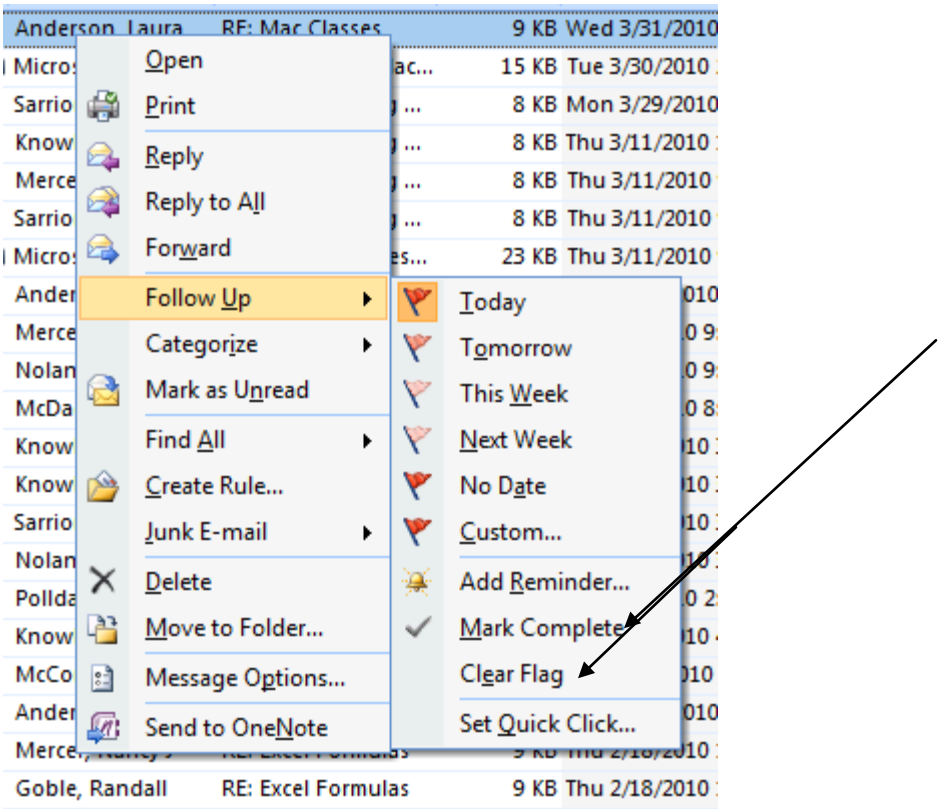
Flags can make it much easier to find needed e-mail items. However, as the folder grows with more and more e-mails, it can become more difficult to track the important ones that may need attention soon. **Outlook** provides a way to bring these items to your attention by using a reminder.

Right click the selected e-mail and choose **Follow Up** as before and then choose **Add Reminder…**. This will open the **Custom** dialogue box.



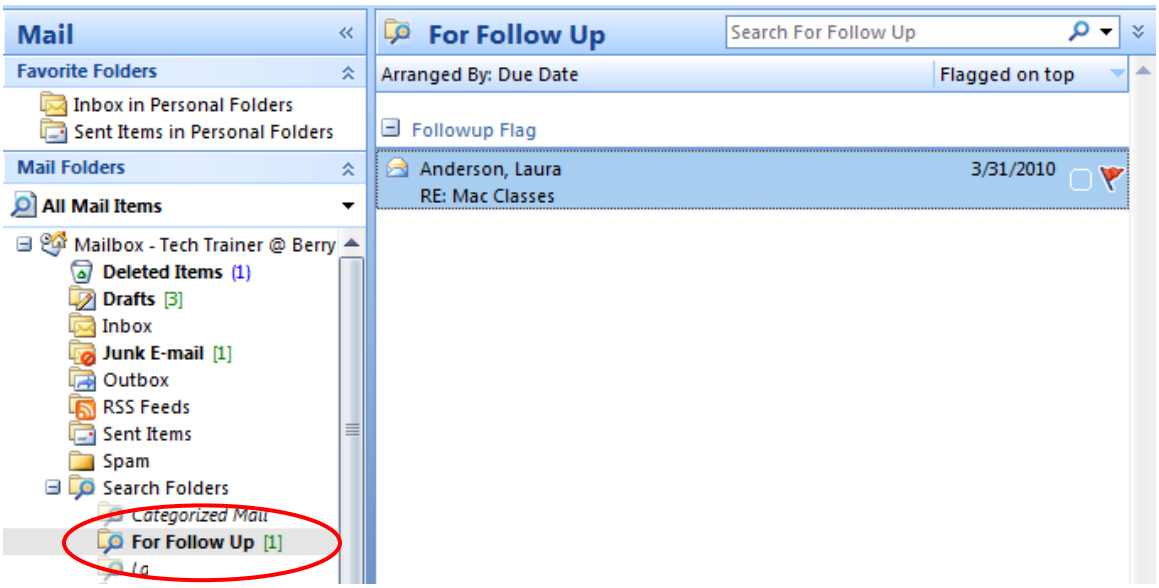
Using drop down arrows, the dialogue box allows naming the flag and setting due and start dates as well as when the reminder should appear.

To clear a flag, right click on the e-mail and choose **Follow Up**. Now you can choose **Clear Flag** or **Mark Complete.**



Clear flag does what it says; it removes the flag from the e-mail.
Flag Complete replaces the flag with a check mark and adds a **Follow up** comment with the date and time of the completion to the e-mail.

Flagged e-mails can be quickly and easily searched and filtered.



In **Search Folders** select **For Follow Up**. This will sort all of the e-mail items by flag color and filter the emails so that only the flagged emails are displayed.

For further assistance with e-mail housekeeping or other questions, please visit tips.berry.edu or contact the Technical Support Desk at ext. 5838.