Flag E-Mails as Task Reminders

It's not your long-term projects that make your days so harried; it's the countless errands, favors, and crises that pop up along the way. Let's say your supervisor sends you an e-mail asking you to follow up with somebody. You don't have time to do it right now, but you know you may forget to do it if you are not reminded:

1) Right click on the flag to the right of the message that you want to be reminded of.



2) Choose from Custom or Add a Reminder. You will then see the dialog box below:

	Custom		×	
	Flagging creates a to-do item that reminds you to follow up. After you follow up, you can mark the to-do item complete.			
1	1	Flag to:	Follow up	
	•	Start date:	Thursday, December 06, 2012	
		Due date:	Thursday, December 06, 2012	
Reminder:				
	Thursday, December 06, 2012 🔹 11:30 AM 💌 🦉			
	Clear	Clear Flag OK Cancel		

3) Check the Reminder box and choose the date and time in which you want to be reminded to follow up on this task.

4) You will then receive a pop-up reminder for this task.