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.
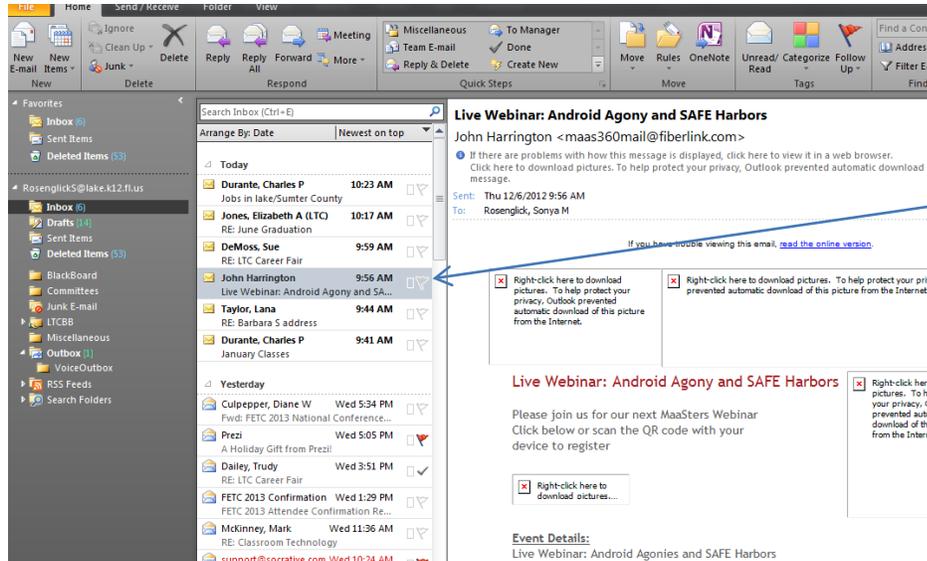
2) Choose from **Custom** or **Add a Reminder**. You will then see the dialog box below:
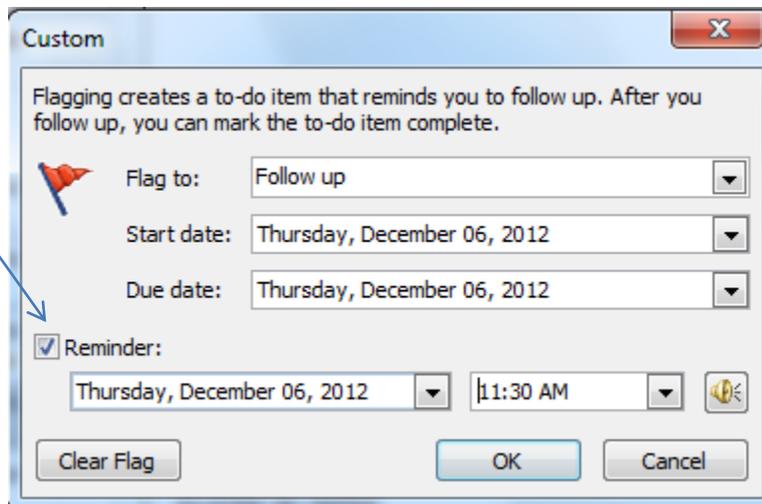
3) Check the Reminder box and choose the date and time in which you want to be reminded to follow up on this task.

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