



Set a reminder to reply to an email message

When you have received an email message that you don't want to forget to respond to, set up a reminder. Right-click the message you want to set the reminder for, point to **Follow Up**, and then click **Add Reminder**. In the **Due By** list, click the date when you have to complete the reply. In the second list, click a time. In the **Flag color** list, click the flag color you want, and then click **OK**.

You'll know you've done it correctly when you see the bell beside your email.

