

# OUTLOOK 2010

## Instructional Steps

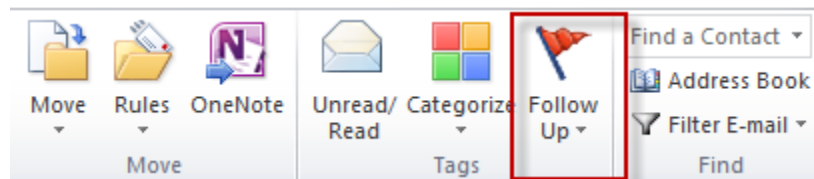
### Creating a follow-up reminder or a flag for an e-mail

1. Click on the e-mail that you wish to have a follow-up reminder flag.

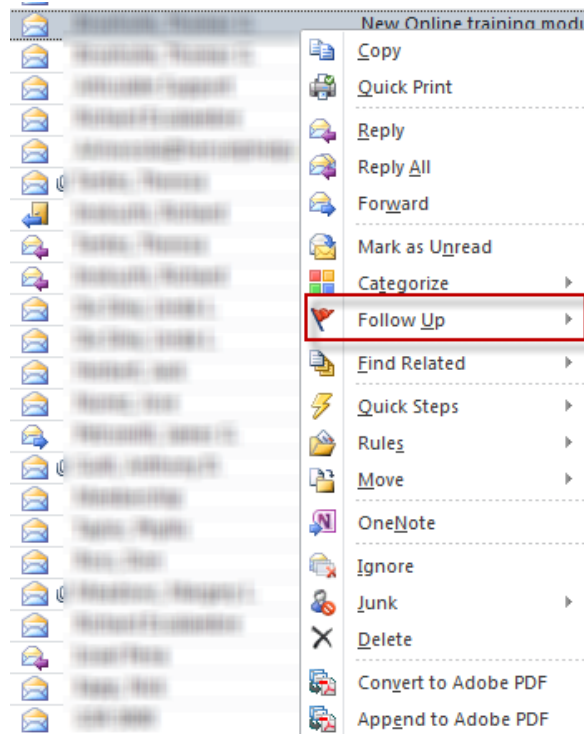
	RE: Clean air car 1	Thu 2/11/2010 1:51 PM	12 KB
	RE: Case #00160306: Within my 15 slide PowerP...	Mon 2/8/2010 11:57 PM	12 KB
	New Online training module	Mon 2/8/2010 9:57 PM	12 KB
	New web assignment from Tom	Mon 2/8/2010 9:57 PM	12 KB
	Case # 00160306: Within my 15 slide PowerPoi...	Mon 2/8/2010 9:27 PM	13 KB

2. You can now do one of two options. On the home ribbon bar, under tags you can click the follow-up flag.  
Or you can right-click on the selected e-mail and choose the follow-up flag option from the context menu.

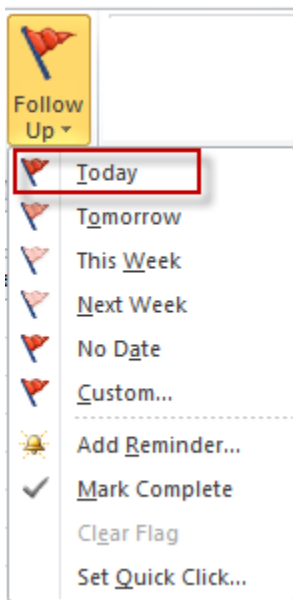
#### Option one



#### Option two



3. You now have several options from the follow-up menu.



4. In addition you can add a reminder so Outlook will remind you to follow up on the particular e-mail.

