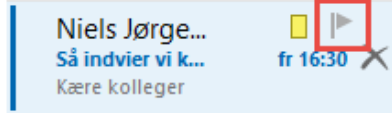
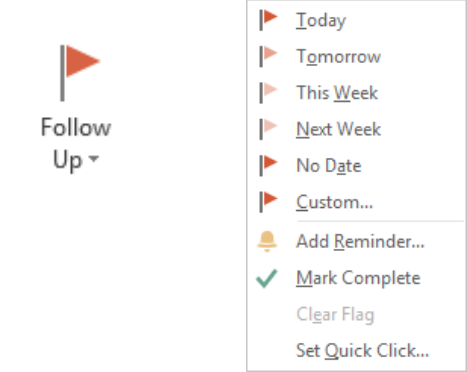
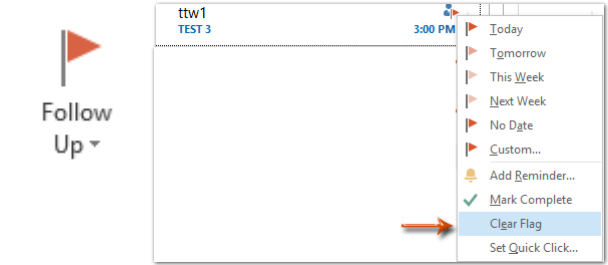
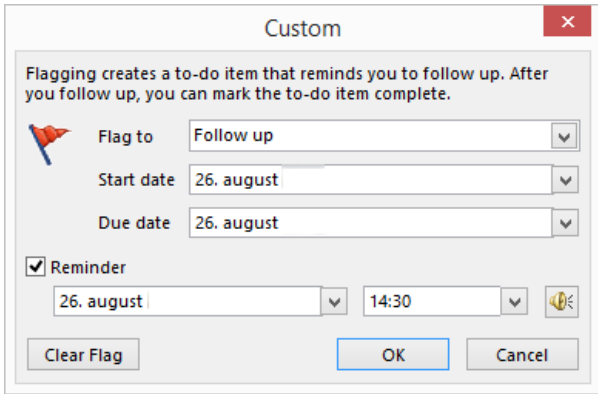




How to use flags in Outlook		
What are you going to do?	How to do it?	Where is it?
Assign standard flag to an e-mail	Click on the light grey flag to the right of the mail.	
Assign a flag - other than the default for e-mail	Click Follow Up on the HOME tab. Select a flag from the drop-down list.	
Edit or remove a flag	Click Follow Up on the HOME tab. Select another flag or Clear Flag to remove.	
Add a reminder	Click Follow Up on the HOME tab. Click Add Reminder .	
	TIP: You can also simply right-click on the flag to the right of the e-mail to assign, remove, remind etc.	