Use Flags and Reminders in Outlook

Flagged email messages help you better manage your mail. Flagged messages create to-do items either for you alone or for you and the recipients of the email message.

For example, you can flag an email message that requests information that you need by a certain date. When the recipient receives the message, a flag appears with it and a special message appears on the InfoBar in the Reading Pane and at the top of the message when opened in Outlook.

A message flagged for yourself can help you track who has replied to the message. In the previous scenario, you sent a flagged email message requesting information by a certain date. By also flagging the message for yourself, you are reminded to check for replies. Outlook can even help you automatically find replies to the original flagged message.

Flagged messages are shown in the To-Do Bar, in Tasks, and in the Daily Task List in Calendar.

Flag Received Messages

You can flag an email message you receive to remind yourself to follow-up or take action at a later time. Your flagged message will appear in the To-Do Bar, in Tasks, and in the Daily Task List in Calendar. You can also click your Search Folder – For Follow Up to find the messages you've flagged.

Outlook 2010 or 2007 (Message is closed)

1. In the message list, **right-click** the **flag** column and choose **Add Reminder**.
   Note: Unless you have changed the default flag, it has both a start date and due date of today.

2. In the **Custom** dialog box, select the **Due date** for the task. For example, selecting Next Week specifies a start date of next Monday and a Due date of the following Friday.

3. Be sure that the **Reminder box is checked**. You can select a **date and time** for the reminder to appear. Additionally you have the option to select what sound to play when a reminder appears by click on the Sound button.

4. Click **OK**.

Outlook 2010 (Message is open)

1. From the **Message** tab, go to the **Tags** group.

2. Click the **Follow Up** drop down and choose **Add Reminder**.

3. Follow steps 2 - 4 from above.

Outlook 2007 (Message is open)

1. From the **Message** tab, go to the **Options** group.

2. Click the **Follow Up** drop down and choose **Add Reminder**.

3. Follow steps 2 - 4 from above.

Flag or Add a Reminder When Creating a Message
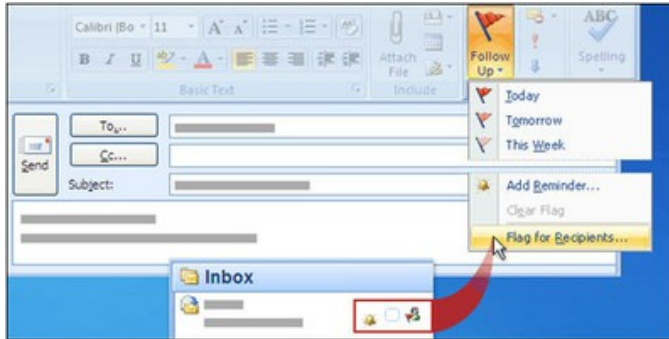
To add a flag or a reminder (or both) when you're creating a message, start by clicking Follow Up in the Tags group (Outlook 2010) or the Options group (Outlook 2007) of a new email message.

You can quickly use a flag to quickly create a follow-up item that is then tracked in your To Do bar. They are handy for setting reminders for yourself or others.

Follow Up for Yourself

Suppose you send a message to a colleague that says "I'll follow up with you tomorrow." To be sure that you remember to do that, flag the message for yourself by clicking Follow Up and then clicking Tomorrow. The message (which is moved to the Sent Items folder once you send it) is flagged and added to your To-Do List in Tasks list. It also shows up as an item on your own To-Do Bar.

1. Outlook 2010: In a new email message, on the Message tab, in the Tags group, click Follow Up. Outlook 2007: In a new email message, on the Message tab, in the Options group, click Follow Up.
2. Indicate when you want to be reminded about this message By default, the following flag Start dates, Due dates, and reminders are available.

Flag	Start date	Due date	Reminder
Today	Current date	Current date	One hour before the end time of today's work day
Tomorrow	Current date plus one day	Current date plus one day	Start time of current day plus one work day
This Week	Current date plus two days, but no later than the last work day of this week	Last work day of this week	Start time of current day plus two work days
Next Week	First work day of next week	Last work day of next week	Start time of the first work day of next week
No Date	No date	No date	Current date
Custom	Current date	Current date	Current date

Alternately, click Custom to create a Start date and Due date that does not appear on the list. Click **OK** to close the dialog box.

The InfoBar displays the option that you choose.

Note: If you want to further customize your flag by specifying Start and Due dates or changing when a reminder alert will appear, follow the steps in the Flag messages for both yourself and others section. You can always clear the Flag for Recipients check box to customize flags just for you.

Simultaneously flag a message both for yourself and the recipients

1. **Outlook 2010**: In a new email message, on the **Message** tab, in the **Tags** group, click **Follow Up** and choose**Custom**.
   Outlook 2007: In a new email message, on the **Message** tab, in the **Options** group, click **Follow Up** and choose**Custom**.
2. The **Flag for Me** box is already checked. If you want a reminder alert, **select** the **Reminder** check box. You can specify a Start date and a Due date for the Flag for Me.
3. To have the message recipients, receive a flag, select the **Flag for Recipients** check box.
4. If you want the recipient to receive a reminder alert, select the **Reminder** check box.
5. Either for yourself or for the recipients, you can enter the flag text that you want to display. If the Flag to list doesn't contain the text that you want, type a new entry in the text box, and then press Enter.
6. If either the Reminder check box for Flag for Me or the Flag for Recipients is selected, you can specify a time for a reminder to be activated.
7. Click **OK**.

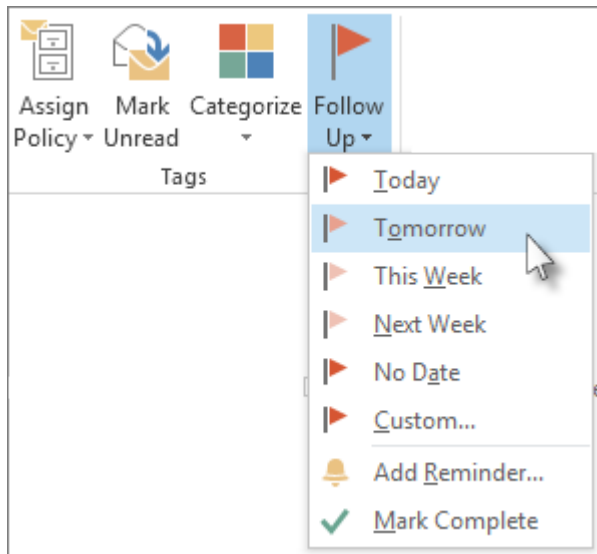The InfoBar displays the options that you choose.
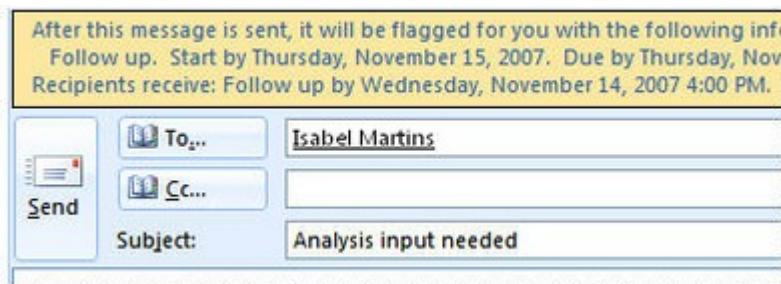
Using Flags and Reminders in Outlook 2013

In the message list, do one of the following:

- Click ⚐ to flag the message for follow-up today.

- Right-click ⊳ to select other date options.

If you've opened the message and are reading it in its own window, click the **Message** tab, click **Follow Up**, and then click when you want to follow-up.


The Tasks peek on the Navigation Bar shows all flagged items and any tasks you've created. If you pin the Tasks peek to the right side of the Outlook window, the flagged message appears there as well.
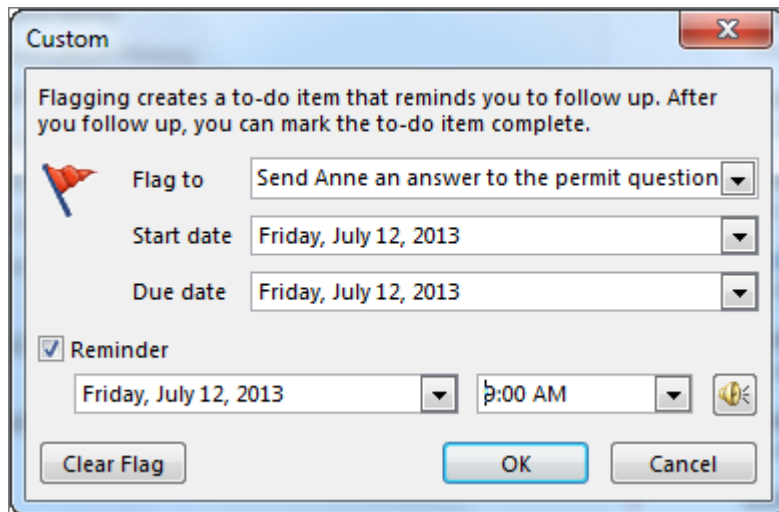
Set a reminder for more important items

If you have a lot of messages flagged, it might be easy to miss one that is more important. This is where reminders can help. Flags are subtle visual reminders, but a reminder pops up and demands attention—just like the alerts you see for imminent meetings or appointments.

Right-click the flag, and then click **Add Reminder**.
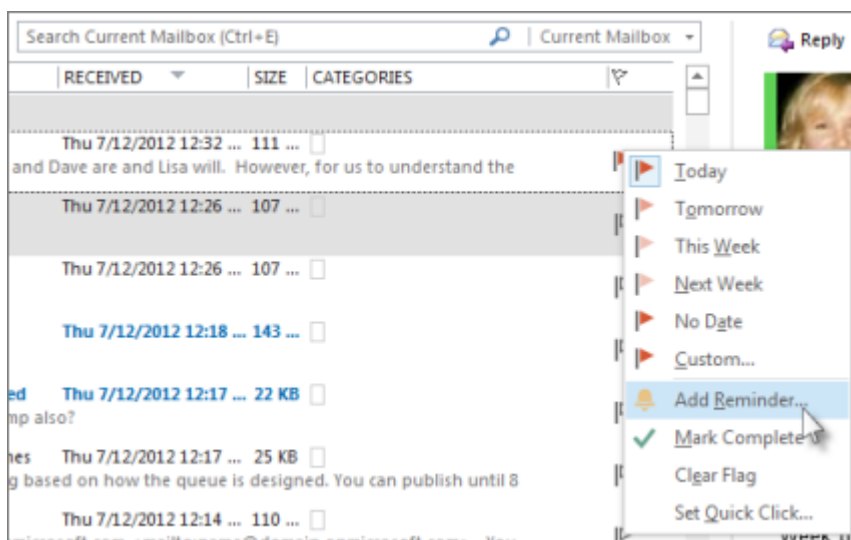
In the **Custom** dialog box, we recommend changing the default **Flag to** text to a description or action. For example, you could type **Send Anne an answer to the permit question**.

The **Reminder** box is already checked, so enter the date and time when you want the reminder pop up to appear.

Today is too soon—I want to pick a different date

- To change the flag's or reminder's follow-up date or time, in the message list, right-click the flag, and then click **Tomorrow**, **This Week**, **Next Week**, **No Date**, or **Custom**.

If the message is open in its own window, click the **Message** tab, click **Follow Up**, and then click one of the choices.

If you frequently change from **Today** to another choice, you can set that as the Quick Flag—the flag type that is set when you first click the flag.

- In the message list, right-click any flag, click **Set Quick Click** and choose **Today**, **Tomorrow**, **This Week**, **Next Week**, or **No Date**.

The **No Date** option is available when you flag messages and can be set as the Quick Click. This choice is good for flagged items that need follow-up, but there's no deadline. The **Custom** option allows you to enter a specific date for flagged items.