



## Use flags

---


### Add flags to messages

#### When you're looking at a list of messages

Right-click the **Flag Status** column  for the message and click the flag that you want to use.

If you don't see the **Flag Status** column , you may be using a custom view. To see **Flag Status**, you'll need to reset your current view. To do this, click the **Arranged By** heading at the top of the list of messages and click **Custom**. Click the **Reset Current View** button.

#### When you're looking at a single, open message

Attach a flag by clicking the **Follow Up** button  on the **Standard** toolbar. Click the **Flag Type** drop-down box, select the desired flag color, and click **OK**.

### Add a reminder

1. Right-click the **Flag Status** column and click **Add Reminder**. The **Flag for Follow Up** dialog box is displayed.
2. Select a date by clicking the **Due by** drop-down arrow. You can specify a time in the next box to the right.

### Sort messages according to their flags

On the **View** menu, point to **Arrange By** and click **Flag**. (In this arrangement, a message with a follow-up flag that was added by the *sender* will appear at the top of the Unflagged category. To sort the message along with those *you* have set flags for, right-click its **Flag Status** column and select a flag.)