Marking Messages in Outlook

<u>Flag a Message</u>

Some of the messages you receive you may want to refer to later. By flagging a message, it will stand out, drawing your attention to it.

1. Right-click the message you want to flag and choose "**Follow-Up**" → **Add Reminder** to display the dialog box.

   In an open message, you can click the "**Follow Up**" button on the toolbar.

2. Click the "**Due By**" drop-down arrow. A pop-up Calendar is displayed.
3. Select the date which you need to follow up.
4. Click **OK**.

When a flagged message is due for follow-up, the text in the message header will change from **black** to **red**.

Mark a Message Unread:

You can manually change the status of a message from read to unread.

1. Select or open the message.
2. Choose **Edit** → **Mark** as **Unread** (similar to "**Read Later**" option in GroupWise).

The message is now **bold** and has a closed envelope symbol.