Flag Mail for Follow-Up

To flag a message that you need to follow up on:

- Select the message in your Inbox

![Image showing the Follow Up action]

Click the Follow Up action and select Quick Flag

A green "flag" will be placed next to the message in the Follow Up column located all the way to the far right of the Inbox

The Follow-Up View

Click the Follow-Up view to display all of the messages that you have flagged for follow-up

![Image showing the Follow-Up view]

- After you follow up, select the message and click Remove Flag
- To set an alarm reminder or to select additional follow-up actions, click Edit Flag