

## Add Reminders to Your Outlook Messages

Have you ever left a message in your Outlook Inbox, fully intending to reply to it at a later time, but then forget? By using flags and reminders in Outlook, you can keep this from happening again. Here's how:

- 1) Right click the message you want to set the reminder for, point to **Follow Up**, and select **Add Reminder**.
- 2) In the first **Due By** drop down box, select the date for the reminder to occur.
- 3) In the second **Due By** drop down box, select the time for the reminder to occur.
- 4) In the **Flag Color** drop down box, select the color of the reminder flag to appear in your inbox.
- 5) In the **Flag To** drop down box, select one of the messages you would like to appear in the reminder OR type in your own reminder message.
- 6) Click **OK** and your reminder is set.
- 7) To clear a reminder when it is no longer needed, right click the message with the reminder, point to **Follow Up**, and select **Clear Flag**.

PLEASE NOTE: These instructions are specific for Outlook 2003. Other versions of Outlook also have message reminder options, however, reminder flexibility and methods of setting a reminder may vary slightly depending on which version you are using.

### About Desktop Resources, Inc.

Desktop Resources, Inc. was founded in 1995 by Tony Schafer, and is a leader in helping organizations couple their business initiatives with the technology to address those needs. DRI's "InformIT" managed services offerings proactively manage client infrastructure and strive to prevent problems before they occur. For more details, contact DRI at (317) 596-3650 or <http://www.DesktopResources.com>