Add reminder to an e-mail messages in Outlook 2013

- 1. Go to your mail inbox.
- 2. Scroll your mouse over the e-mail you want to set a reminder to.
- 3. Right-click on the red flag.



4. Select "Add Reminder" from the list.



- 5. Click the drop-down at the right end of the "Flag to" text box and choose one of the menu items (or type your own choice). (Example Follow up)
- 6. Under "Start date" choose none.
- 7. Under "Due date" choose none.
- 8. Check off "Reminder".
- 9. Select the date of your reminder. (Example Monday, February 03, 2014)
- 10. Select the time of your reminder. (Example 8:00 AM)
- 11. Click "Ok" when you are done.

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Flaggin you foll	g creates a to low up, you o	o-do item that reminds you to can mark the to-do item compl	follow up. After ete.						
1	Flag to	Follow up		-	Choose a menu item				
`	Start date	None	•	-	Select none				
	Due date	None	-	-	Select none				
Rem	inder		e for	your reminder					
Mo	Monday, February 03, 2014 💌 8:00 AM								
Clear	Flag		Cancel						
Se	elect the o	date of your reminder	r						

12. You will receive your reminder in Outlook 2013 on the scheduled date and time.

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Test 8:00 AMI Monday, February 0	3, 2014				
™ Test			Now		
🔤 Important Meeting		4 days			
				Dismiss	
Click Snooze to be reminded in:					
5 minutes	•	<u>S</u> nooze		Dismiss A	<u>II</u>