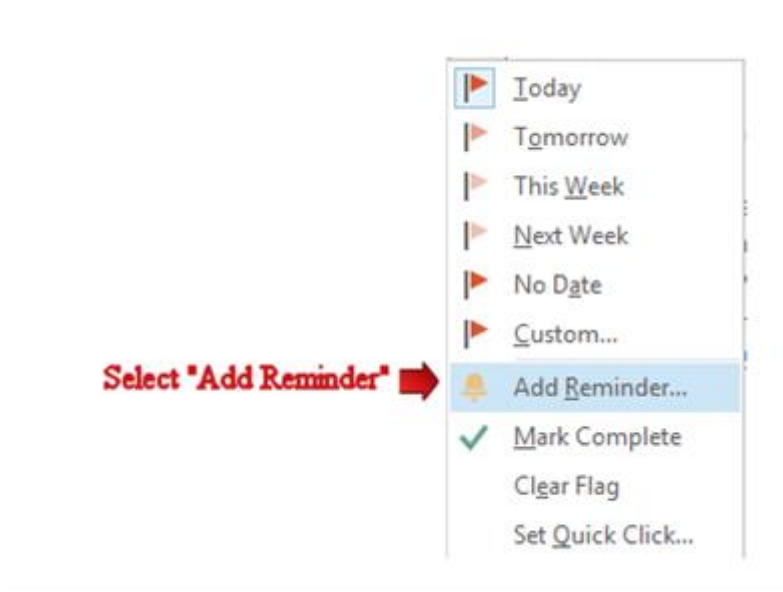


Add reminder to an e-mail messages in Outlook 2013

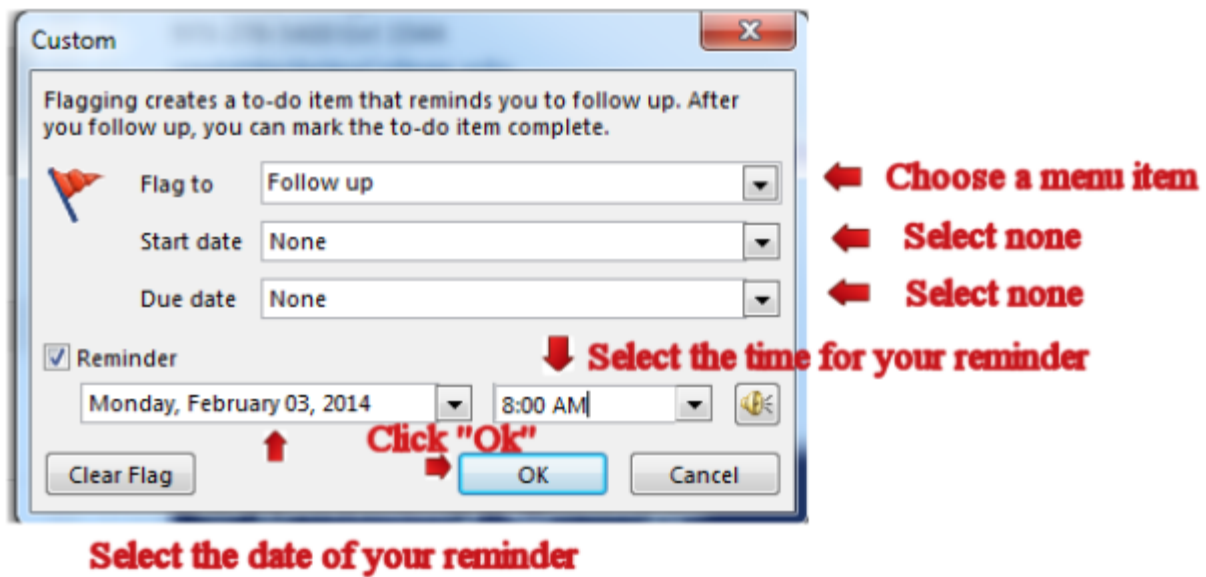
1. Go to your mail inbox.
2. Scroll your mouse over the e-mail you want to set a reminder to.
3. Right-click on the red flag.



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.



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

