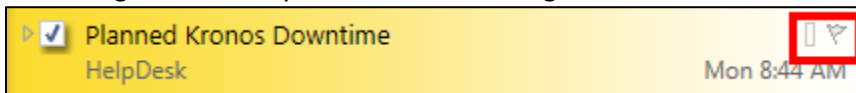


Webmail Outlook Creating Reminders

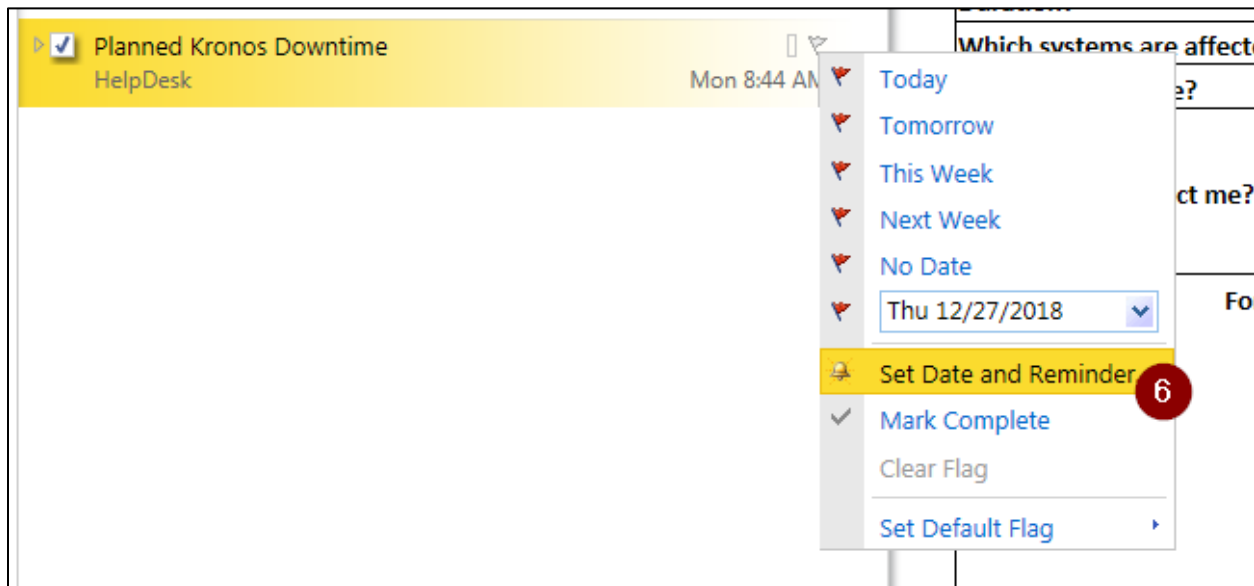
Setting up a Reminder

By utilizing the reminders feature you can set reminder for a specific email or task.

1. Navigate to your Inbox
2. Select an email that you want to be reminded to act on.
3. On the Right hand side you will see a little Flag Icon.



4. Right Click on this icon.
5. You can utilize one of the pre-defined flags ****Please note: these will only show as a task in your inbox and will not send an alert****
6. To set a reminder choose "Set Date and Reminder"



7. Choose a Start Date and End date- Which will display this as a task in Outlook
8. Select "Remind me" with a date and time for an alert to display regarding this email.
9. Press "Okay" to save

