Outlook: Set followup flags, reminders or color coding categories
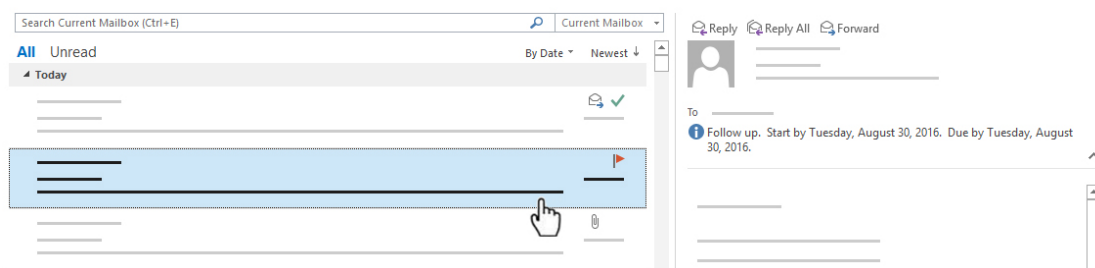
Marcelle Gornitsky - 2018-07-12 - [Email and Collaboration](#)

Set a Follow Up flag
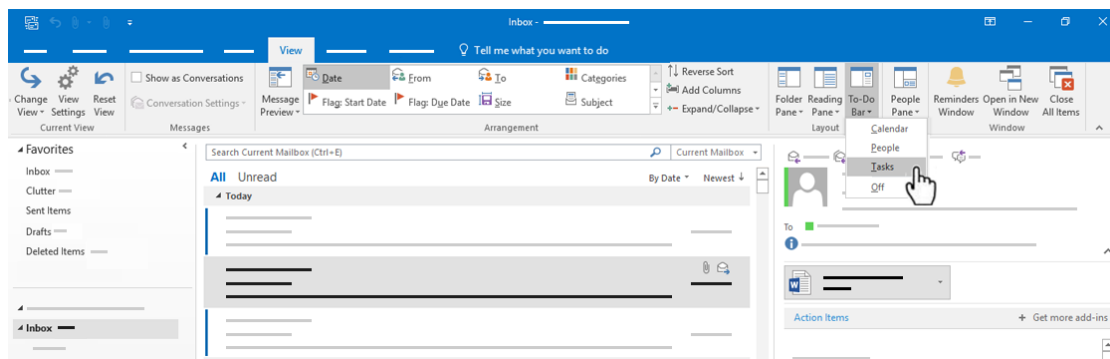
1. Select the email message.

2. Select the [flag icon]. The flag turns red and a **Follow up** message appears in the header of the email message.

Note: Follow Up flags are used for actionable items only.
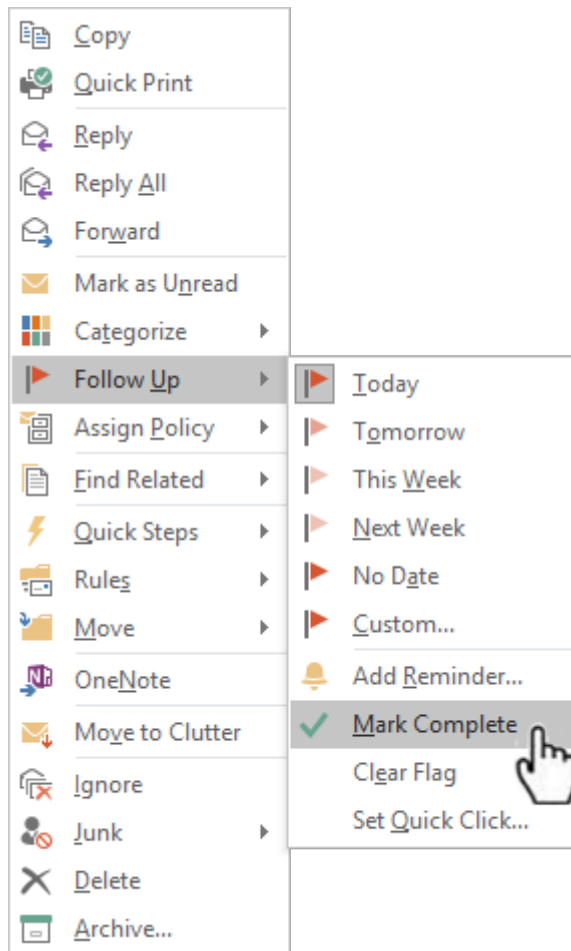
View all Follow Up Flags

1. Select **View >To-Do Bar >Tasks**.

2. The **To-Do Bar** pane opens and shows all flags.

Remove a Follow Up Flag

1. Right-click the email message.

2. Select **Follow Up > Mark Complete**.

 The **Follow Up** Flag changes to a green checkmark and is removed from the **To-Do Bar**.

Set a Reminder

1. Select the email message for which you want to set the reminder.

2. Select **Home >Follow Up > Add Reminder**.

3. In the **Custom** box, for **Flag to,** select **Follow up** or type a description.
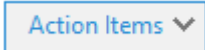
4. Check the **Reminder** box, enter date and time, and then select **OK**.

An alarm bell icon will appear on the message.

5. To change the time for the reminder, select **Follow Up**, select **Add Reminder**, edit the time, and then select **OK**.

Find an Action Item

1. If Outlook finds something in an email that looks like an action item, an **Action items** tab Action Items automatically appears on the reading pane.

2. Select the **Action Items** drop-down arrow to read the action item, and then select **FOLLOW UP** if you'd like to set a **Follow Up Flag** to remind you to do that action item.

Note: If you select **FOLLOW UP**, the action item displays in the **To-Do Bar** pane.

3. When the task is done, mark it complete.

- From the **Action Items** drop-down, select **Mark Complete**, or
- In the **To-Do Bar** pane, right-click the flagged message and select **Mark Complete**.

Create color categories

1. Select **Home > Categorize > All Categories**.

2. To **Rename** a category color, in the **Color Category** box, select a color category, and then select Rename. Type an appropriate name for the selected category, and then press **Enter**.

3. To change the category **Color**, select the color you want from the Color drop-down .

4. To create a **New** color category, select **New**, type a name, select a color, and select **OK**.When you are done with **Color Categories**, select **OK**.

Assign an email a color category

1. Right-click an email message.

2. Select **Categorize**, and then select an appropriate color category for the message.

https://support.office.com/en-us/article/video-set-categories-flags-reminders-or-colors-a894348d-b308-4185-840f-aff63063d076?ui=en-US&rs=en-US&ad=US