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Outlook: Set followup flags, reminders or color coding categories

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Set a Follow Up flag

1. Select the email message.

2. Select the line is the flag turns red and a **Follow up** message appears in the header of the email message.

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		_	Follow up. Start by Tuesday, August 30, 2016. Due by Tuesday, August	
			30, 2016.	^
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Note: Follow Up flags are used for actionable items only.

View all Follow Up Flags

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

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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

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.

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-a894 348d-b308-4185-840f-aff63063d076?ui=en-US&rs=en-US&ad=US