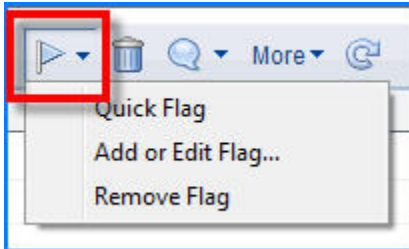


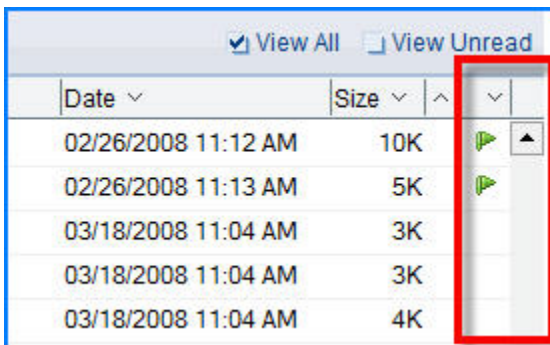
# Flag Mail for Follow-Up

To flag a message that you need to follow up on:

- Select the message in your *Inbox*

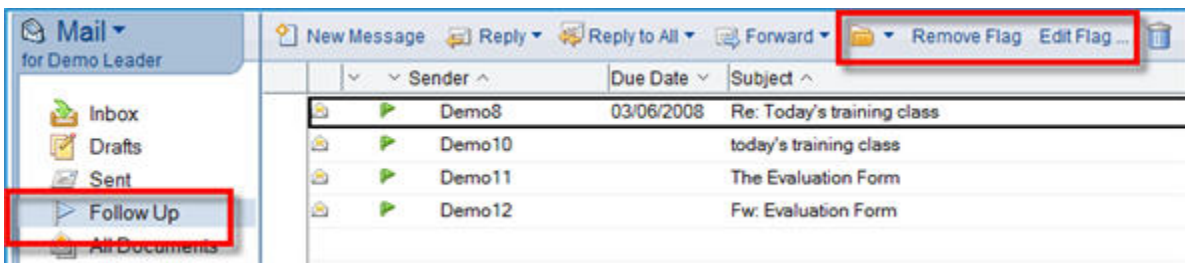


- Click the **Follow Up** action and select **Quick Flag**
- A green "flag" will be placed next to the message in the **Follow Up** column located all the way to the far right of the *Inbox*



## The Follow-Up View

- Click the *Follow-Up* view to display all of the messages that you have flagged for follow-up



- After you follow up, select the message and click **Remove Flag**
- To set an alarm reminder or to select additional follow-up actions, click **Edit Flag**