# Flagging a Message in Outlook 2010

Applying a flag to a message or a contact adds a visual reminder to help you remember to follow up on an item in some way. You can use a flag to quickly create a follow-up item that can be tracked in the To-Do Bar, in your Inbox, and even in Calendar. They are handy for setting reminders for yourself and other people. When you flag a message, you'll remember to attend to it — even if the message starts to sink to the bottom of your Inbox.

How do the flag dates on the Follow Up menu work?
The following table describes how the dates work for the flags on the Follow Up menu. However, you can customize the dates for any flag, and setting reminders is optional.

Flag	Start date	Due date	Reminder
Today	Current date	Current date	One hour before the end time of today's work day
Tomorrow	Current date plus one day	Current date plus one day	Start time of current day plus one work day
This Week	Current date plus two days, but no later than the last work day of this week	Last work day of this week	Start time of current day plus two work days
Next Week	First work day of next week	Last work day of next week	Start time of the first work day of next week
No Date	No date	No date	Current date
Custom	Current date is displayed; choose a custom date if desired	Current date is displayed; choose a custom date if desired	Current date is displayed; choose a custom date if desired
Add Reminder	Current date is displayed; choose a date	Current date is displayed; choose a date	Current date is displayed; choose a date
Mark Complete	Marks an item complete, and flag is replaced with a checkmark.		
Clear Flag	Removes the flag, and leaves no record.		
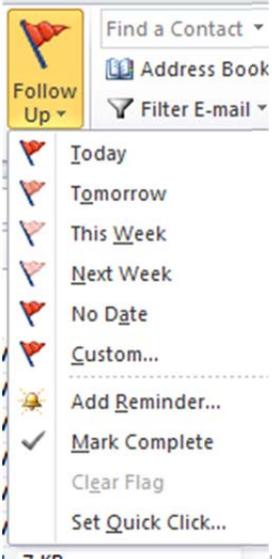
Flag a Message for Follow-up

1. In your inbox right-click the item, click **Follow up** , and then click a flag on the follow-up menu.

   or

   In an open message, on the Message tab, click **Follow Up** , and then select a follow-up flag.
2. Notice that the message now shows up in the To-Do Bar. If you have other tasks in the To-Do Bar, you may need to scroll to see it.

Another quick way to attach a flag to a message is to drag the message directly to the To-Do Bar.

Here are some things to remember about flagged messages and the To-Do Bar:
- In the To-Do Bar, you can change the subject of the flagged message without affecting the subject that appears in the Inbox. To do this, click to select the text of the item in the To-Do Bar and type the new subject.
- When you've completed an item, use the **Mark Complete** command.
- Flagged messages show up in the To-Do Bar, on your Calendar, and in Tasks. (And,
- remember that deleting a flagged message will delete it from your Inbox, from the To-Do Bar, and from the Calendar).

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Add a Flag with a custom date to a Message
1. Click **Custom** on the shortcut menu.
2. In the **Start Date** and **Due Date** boxes, select the dates you want.
3. Click **OK**.

Flagging an item does not select a reminder for the item. You can select a reminder by clicking **Add Reminder** on the follow-up menu.

Add a Flag with a reminder
1. Click **Add Reminder** on the follow-up menu.
2. In the reminder section, click the drop-down arrow, and select the date you want to be reminded.
3. Next, select the time you want to be reminded.

You can also select other information for the item in the **Start date**, **Due date**, and **Flag to** boxes. In the **Flag to** list, you can select other text, such as **Review** or **Reply to all**, to reinforce what the reminder is for. This text appears in the InfoBar in the message. You can also type your own text into the **Flag to** box.

Add a Flag for the recipient of a message
To include a reminder for yourself and other people, click **Custom Date**, and then select the **Flag for Recipients** box.

1. In a new message, on the **Message** tab, in the **Options** group, click **Follow Up**.
2. On the **Follow Up** menu, click **Flag for Recipients**.
3. If you want to send a reminder with the message, in the **Flag for Recipients** section, select a date and time from the lists. This time and date also appear in the InfoBar.
4. To include a flag and reminder for yourself, select the **Flag for Me** check box, and select a start/end date and time from the lists. To set a reminder for yourself, select the **Reminder** check box, and then select the date and time.

Remove a Flag from a message
To remove a flag, you can either mark the item complete, as in a task you have performed.

Mark Complete
In your inbox, a check mark replaces the flag; in the to-do bar, the item is now displayed with a strikethrough.   By marking an item complete, a record of your completed items will be kept.

1. Click **Mark Complete** on the follow-up menu.

Clear Flag
The flag is removed from the item, and there is no record of it ever appearing in views, such as the To-Do Bar and Tasks. However, after you delete it, the item completely disappears from all views.

2. Click **Clear Flag** on the follow-up menu.