

How to use flags in Notes		
What are you going to do?	How to do it?	Where is it?
Assign a Quick Flag to an e-mail	Right-click on the mail. Choose Quick Flag from the menu.	Q Search Recall Message Quick Flag Move to Folder Mark as
Edit and add a flag to an e-mail	Select the mail you want to assign to a flag. Click the Flag button on the Action Bar. Select Add or Edit Flag . Fill in the Follow Up dialog box. You can for example set an alarm.	Quick Flag Add or Edit Flag Remove Flag Follow Up Imaged document(s) will also appear in the Follow Up view Imaged document in the totaged d
Remove a flag from an e-mail	Select the mail from which the flag must be removed. Click the Flag button on the Action Bar. Click Remove Flag .	Quick Flag Add or Edit Flag Remove Flag



Read more about personal planning in the book: Planlæg bedre – få mere tid by Kirsten Andersen, Mariann Bach Nielsen and Claus Bekker Jensen © www.planlaeg.dk

You can also read the book in English: Plan Better – Get More Time – www.planbetter.dk