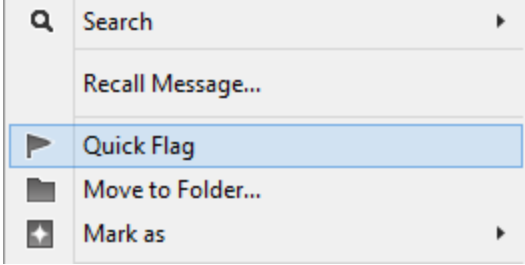
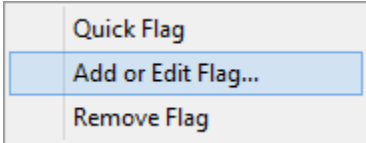
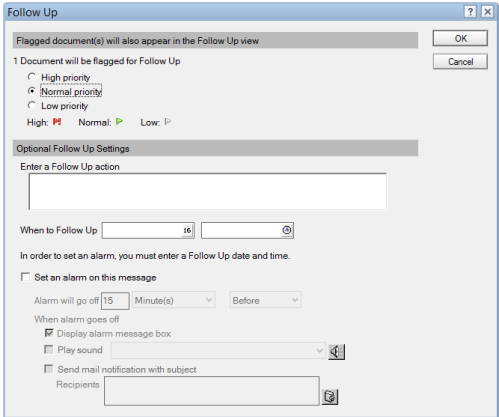
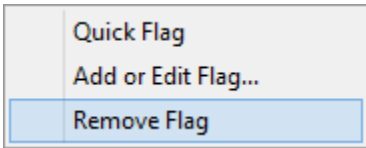




How to use flags in Notes		
What are you going to do?	How to do it?	Where is it?
Assign a Quick Flag to an e-mail	Right-click on the mail.  Choose <b>Quick Flag</b> from the menu.	
Edit and add a flag to an e-mail	Select the mail you want to assign to a flag.  Click the <b>Flag button</b> on the Action Bar.  Select <b>Add or Edit Flag</b> .  Fill in the Follow Up dialog box. You can for example set an alarm.	  
Remove a flag from an e-mail	Select the mail from which the flag must be removed.  Click the <b>Flag button</b> on the Action Bar.  Click <b>Remove Flag</b> .	

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

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

