

and a			
What are you going to do?	How to do it?	Where is it?	
Assign standard flag to an e-mail	Click on the light grey flag to the right of the mail.	Niels Jørge Så indvier vi k Kære kolleger	(
Assign a flag - other than the default for e-mail	Click Follow Up on the HOME tab. Select a flag from the drop-down list.	Ioday Tomorrow This Week Next Week No Date Custom Add Remin Mark Comp	der plete
Edit or remove a flag	Click Follow Up on the HOME tab. Select another flag or Clear Flag to remove.	Follow Up ▼	3:00 PM Joday Tomorrow This Week No Date Custom Add Reminder Mark Complete Clear Flag Set Quick Click
Add a reminder	Click Follow Up on the HOME tab. Click Add Reminder .	Custom Flagging creates a to-do item that reminds y you follow up, you can mark the to-do item Flag to Follow up Start date 26. august Due date 26. august Reminder 26. august	
	TIP : You can also simply right-click on the flag to the right of the e-mail to assign, remove, remind etc.	Public Data ref Møde Tirsdag agenda Mødeagenda	28-07

