

## How to add a comment to a flag or an e-mail in Notes What are you going How to do it? Where is it? to do? Add a comment to a Select the mail to be flag assigned a flag comment. Click the **Flag** button on the Action Bar. Quick Flag Add or Edit Flag... Select Add or Edit Flag. Remove Flag Open the Follow Up dialog box. Optional Follow Up Settings Enter a Follow Up action Write a comment in the Husk at kontakte Sørensen vedr kontrakt Enter a Follow Up action. Click **OK** to close the dialog



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

box.