FLAG YOUR EMAILS IN OUTLOOK 365 WEB APP

Please see Tips for Microsoft 365.

You can **Flag** an email message you receive to remind yourself to follow-up or take action at a later time. Your flagged message will appear in the **To-Do Bar**, in **Tasks**, and in the **Daily Task List** in **Calendar**. You can also click your **Search Folder** – For Follow Up to find the messages you've flagged.

1. Hover your mouse over an email that you want to flag in Outlook 365 web app.
2. Four icons will appear above the date and time of when that email was sent.
3. Click on the **Flag** icon (**Flag this message**), and your message will be highlighted in yellow with the **Flag** icon in red.
4. To unflag a message, click on the **red flag** icon and your email will receive a check mark to indicate that the action was completed.
   a. To get rid of the red flag, right-click on it, and select **Clear flag** from the pop-up menu.
5. If you want to clear the check mark, right-click on it, and choose **Clear complete** from the pop-up menu.

FLAG YOUR EMAILS IN OUTLOOK 2016/2019 DESKTOP APP

1. Hover your mouse over an email that you want to flag in Outlook 2016/2019 desktop app on your desktop.
2. An icon will appear above the date and time of when that email was sent.
3. Click on the **Flag** icon and it will turn red.
4. To unflag a message, click on the **red flag** icon , and you will see a check mark replace the red flag.
   a. To get rid of the red flag, right-click on it, and select **Clear flag** from the pop-up menu.
5. If you want to clear the check mark, right-click on it, and choose **Clear flag** from the pop-up menu.