



Outlook: Helpful Reminders

Scenario: Someone emails you a request. You WANT to do it – but you're tied up right now and concerned that you might, after receiving the other 200 emails you get every day, forget about it.

Just DRAG the email from the Inbox to your CALENDAR icon at the bottom of the Navigation Pane. Drop it off – and a new appointment window opens. And there is the email request in the body of the new appointment. Set a time and a reminder – then SAVE & CLOSE. That way Outlook will remind you to do the job. And if you don't have time then you can click SNOOZE so that Outlook will keep reminding you until you do it.

