

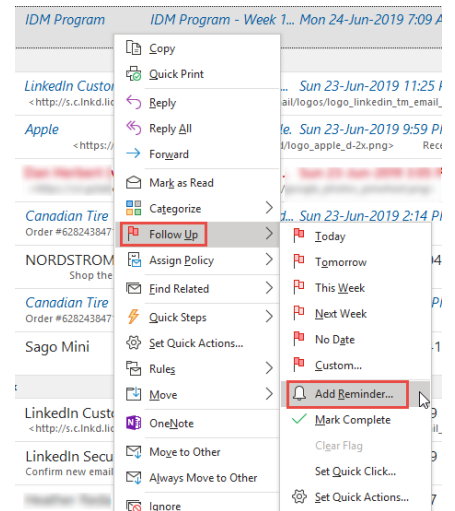


## Outlook: Set a Reminder to Reply to a Message

**Scenario:** You receive a message that you need to act on – but you're really tied up at the moment. You get a lot of email and you're afraid of losing this one in the crowd.

**Solution:**

1. Right-click the message that you want to set the reminder for.
2. Hover over the FOLLOW UP option.
3. From the list that appears – click ADD REMINDER.
4. Don't worry about the START and DUE date drop-downs – unless you really want to.
5. Make sure the REMINDER option is checked (✓).
6. Select the DATE and TIME when you want to be reminded.
7. Click OK.



If you have the REMINDER column in your Inbox – you will see a bell appear to the left of the email header. At the designated time you will see an Outlook reminder window pop up – with the email subject as the topic of the reminder. DISMISS it if you've already dealt with it – or SNOOZE if you're still not ready to deal with it (in which case you might want to grab a good book on procrastination).

