



Flag Emails in Outlook

Quick Reference Guide



Stay Organised and On Track with Outlook Flags

Outlook Flags help you stay organised by marking emails for follow-up. Flag an email, set a due date or reminder, and track it in Microsoft To Do. Use presets like *Tomorrow* or customise dates. Flagged emails sync across devices, and you can filter your inbox or set rules to manage them easily. Outlook Flags offer a simple yet powerful way to stay organised and on track!

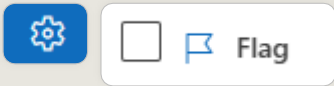
Flag an Email

Select “**Flag icon**” from Quick Actions (menu that appears when you hover over an email in the Focus column) or from the Ribbon in Tags section a red flag will appear in email – email will change to yellow highlight.



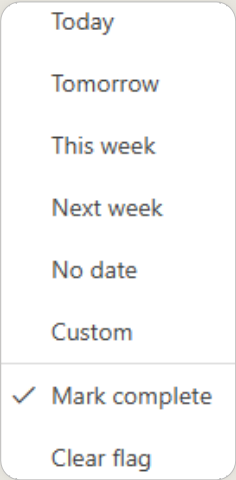
Edit Quick Actions

If the flag icon is not showing in the email Quick Actions hover > Open Settings > Mail > Customise Actions > Select Flag > Save.



Add Start/End Dates

Right click on Flag > select a start and end date. Email will display same.



Sync to ‘To Do’

Tasks will appear on “**To Do**” list in Flagged Emails.

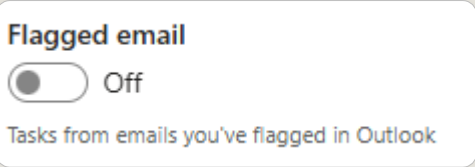


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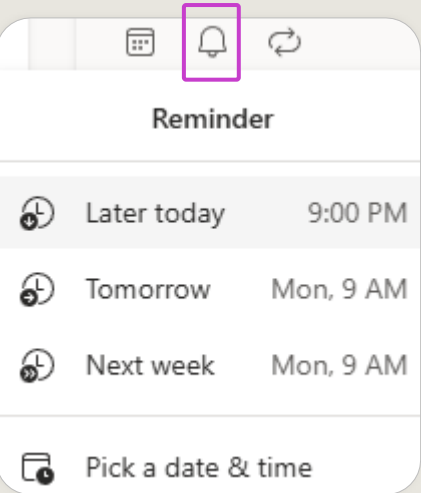
Flagged Email in To Do

If Flagged Email is not showing, select “**Settings**” at top of menu > Scroll down and activate.



Set Reminder

In To Do select “**My Day**” > select “**Task**” and then the Reminder icon.



Complete Task

Click the Flag to change to check mark indicating complete.



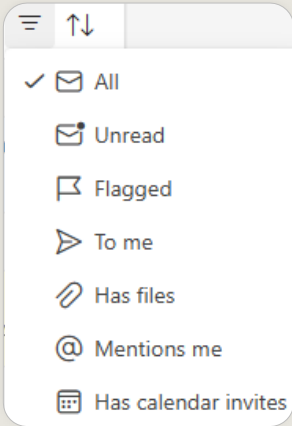
Reschedule Task

Right click on the Red flag or the Check Mark to edit dates.



Filter by Tasks

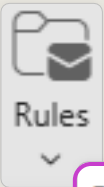
Use the filter above your email list and select Flagged to view messages that need your attention.



Create rule to PIN emails with keywords to aid in flagging

Select “**Rules**” from the ribbon > Create rule > More options > Name rule > Select “**Message body includes**” from Condition drop down > enter the keyword the rule should look for > Select “**Pin to top**” as the action.

If needed select “**Run rule now**” to look through existing emails.



Rules

Create rule

Manage rules

Create a rule

Always move messages from **Microsoft Loop** to this folder:

Select a folder

More options

✓ Rule Name

2 Add a condition

Message body includes Enter words to look for

Add another condition

✓ Add an action

Pin to top

Add another action

Add an exception

☒ Stop processing more rules ⓘ

☐ Run rule now