Message Indicators – Internet Explorer

If you receive many emails, it is necessary to keep them organized. This document will instruct you on how to manage your emails. By creating flags, or changing the status, you are able to more easily and effectively manage your emails.

Flagging Messages for Follow Up

If you receive many messages via email and do not have time to respond to them all, you may want to set up reminders to follow up the messages later or simply call your attention to specific messages with a visual cue. Flags allow you to attach either of these signals to messages. However, you can set the flag only on a Windows machine and not on a Macintosh machine. The Outlook Webmail on the Macintosh version allows you to view the flag, but will not let you flag the messages for follow up.

Flagging Messages with Reminders

If you would like a reminder to attend to a message, Webmail will allow you to attach a reminder to a message. This will also flag the message, providing you with a visual reminder of its importance.

1. In the flag status column, right click the flag icon » select Set Date and Reminder...
   The Date and Reminder dialog box appears.

2. To set start and due dates for your response to the message, in the Start date and Due date pull-down lists, select the correct dates
   HINT: This information will be displayed in a gold bar above the message every time you open the message, providing you of a reminder of these important dates.

3. To set up a reminder,
   a. Select Remind me
   b. In the Date and Time pull-down lists, select the desired date and time that you would like the reminder to appear

4. Click OK
   Your message now has a red flag in the flag status column, and a reminder will appear at the designated time. If the reading pane is enabled, a gold bar appears above the message informing you of the dates that you entered.

Flagging Messages without Reminders

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If you would like to add a visual cue of a message's importance without requiring a reminder, Webmail will allow you to attach a red flag to a message, which will also cause a gold bar to appear above the message with information about the time when you must act on the message.

1. To set a flag with the default time, in the flag status column, click the flag icon.
   OR
   To select a different time when your action is required, in the flag status column, right click the flag icon » select the time when your action is required (e.g., today, next week, or no date)
   Your message now has a red flag in the flag status column, and a gold bar appears above the message in the reading pane informing you of the time that you selected.

Changing the Default Flag Time

When adding a flag, Webmail automatically indicates that your action is required today. If you would like to change the default time that is attached to flags, you may do so.

1. In the flag status column, for any message, right click the flag icon
2. Select Set Default Flag » select the desired default flag time
   The default time is changed.

Marking Flagged Messages as Completed

1. Once you have completed the task, right click the flagged message » select Mark Complete
   OR
   In the flag status column, click the flag icon
   The flag now turns into a check mark, indicating that the task is completed.

Clearing the Flag

1. To clear a flag, in the flag status column, right click the flag icon » select Clear Flag
   Your flag now turns to gray, indicating that the message is no longer flagged.

Changing Message Status

For better organization of your email messages it may be beneficial to change your email status from read to unread or vice versa.

NOTE: If you indicate a replied or forwarded message as unread, the message symbol will not change. However, it is still considered unread for sorting, grouping, or filtering.

1. To mark unread message(s) as read, right click the message » select Mark as Read
2. To mark read message(s) as unread, right click the message » select Mark as Unread