

SETTING UP REMINDERS FOR OUTGOING EMAILS IN OUTLOOK

Lawyers can set up reminders for outgoing emails in Outlook. Many lawyers often send out emails but can't rely on the recipient to respond or complete the task within the requested period of time, if at all. Setting up a reminder for an outgoing email allows you to send an email and simultaneously create a reminder for yourself to follow up. These instructions are for Microsoft Outlook 2016, but the steps described may be helpful in other email programs.

1. If you've already sent the email, select the message and right click. Scroll down and choose **Follow Up**. Then choose **Add Reminder**.
2. In the **Custom** dialog box, in the **Flag to** option, choose how you would like to follow up on the email (e.g., Follow up, Call, Review).
3. Then choose a start date and a due date.
4. Then check the box labeled **Reminder**, and choose the date and time you would like to be reminded of the follow up. You can also enable this function at the same time as sending the email by choosing **Follow Up** in the **Tags** section of the header when creating the email.
5. This does not create an event in your calendar. It creates an item in your To-Do list and a reminder that will pop up at the specified time. You can create an event in your calendar by right clicking on the sent email and select **Move**, then **Copy to Folder**, and choose to move the email to your **Calendar**. This will maintain a copy of the email in your outbox in addition to creating a new calendar event with the specified follow up information. You can also simply drag and drop a received or sent email directly to your calendar to create a new calendar entry. This will turn the email directly into a calendar entry and the contents of the email will appear in the notes field of the calendar entry.

IMPORTANT NOTICES

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