

Flagging a Message

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Applies To: ☒ PoliteMail Online ☒ PMUA ☐ PoliteMail Desktop

Version: ☐ 4.9x ☐ 5.0 - 5.4 ☒ 5.45+

This feature is new to version 5.45.6406 and higher.



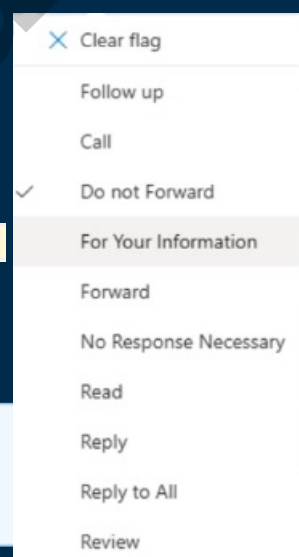
If you have a message of importance or you want it to stand out, **flagging a Message for follow up** will highlight the message in yellow and add an icon at the beginning.

Before sending the Message, click the Follow up drop-down button and select the flag you want - you have ten to choose from!

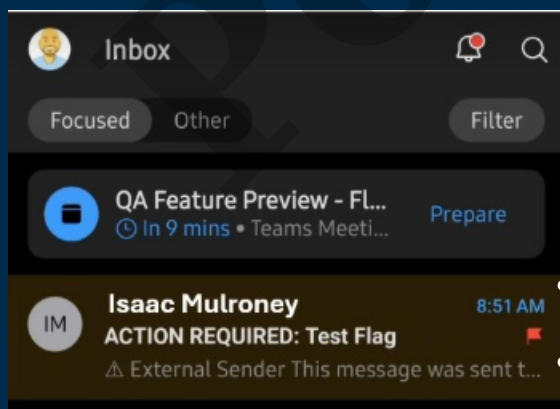


When the recipient views their Inbox, the flagged message will be highlighted yellow with a flag icon (although this may vary depending on the email client viewing it).

Flagging a message for recipients is a proven Outlook engagement driver that visually elevates an email above others in the Inbox.



Will Reminders work as well?



Because the new Outlook does not support reminders, no. However, the message will still display highlighted in yellow with a flag icon.

How do Follow-up flags work with Importance?

You can use Importance, Follow up, or both if you wish!

- Importance will make the message title appear in bold in the inbox and add a ! icon to it.
- Importance will also typically show in any email client (such as Gmail), whereas the follow up flag will only show in Outlook.