

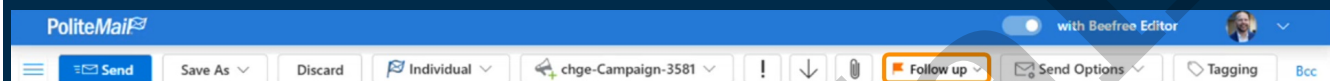
# Flagging a Message

Last Modified on 07/23/2026 3:13 pm EDT

Applies To: ☐ PoliteMail Desktop ☒ **PoliteMail Online** ☒ **PMUA** ☐ PoliteMail M365

Version: ☐ 4.9x ☐ 5.0 - 5.4 ☒ **5.45+**

*This feature is new to version 5.45.6406 and higher.*



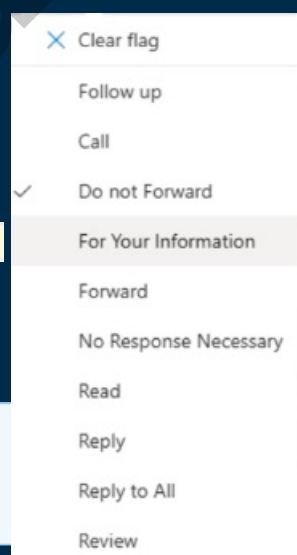
If you have a message of importance or you want it to stand out, **flagging a Message for follow up** will highlight the message in yellow and add an icon at the beginning.

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



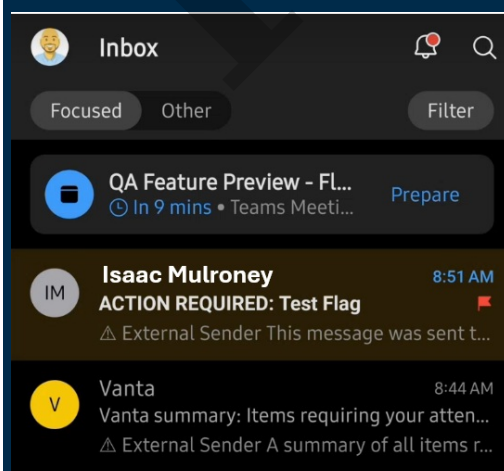
When the recipient views their Inbox, the flagged message will be highlighted yellow with a flag icon.

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.