

To flag a message:

1. On the Message window toolbar, click the Message Flag button.
2. In the Flag for Follow Up dialog box, click the Flag to drop-down list arrow, and then select the flag.
3. In the Reminder combo box, enter the due date.
4. Choose OK.

To recall a message:

1. From the Sent Items folder message list, open the message to recall.
2. From the Actions menu, choose Recall This Message.
3. In the Recall This Message dialog box, select an option button.
4. Choose OK.

To attach a file:

1. In a new message, position the insertion point in the message area where you want to attach the file.
2. On the toolbar, click the Insert File button.
3. In the Insert File dialog box, select the desired drive, folder, and file.
4. Choose OK.

To open an attached Windows data file:

1. In the message, double-click the attachment icon.

To save an attachment:

1. Right-click the attachment and from the shortcut menu choose Save As.
2. In the Save Attachment dialog box, select the drive and folder where you want to save the attachment.
3. If desired, in the File name text box, type a new name for the attachment.
4. Choose Save.