

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

MANAGING YOUR EMAIL WITH THE FOLLOW-UP FEATURE

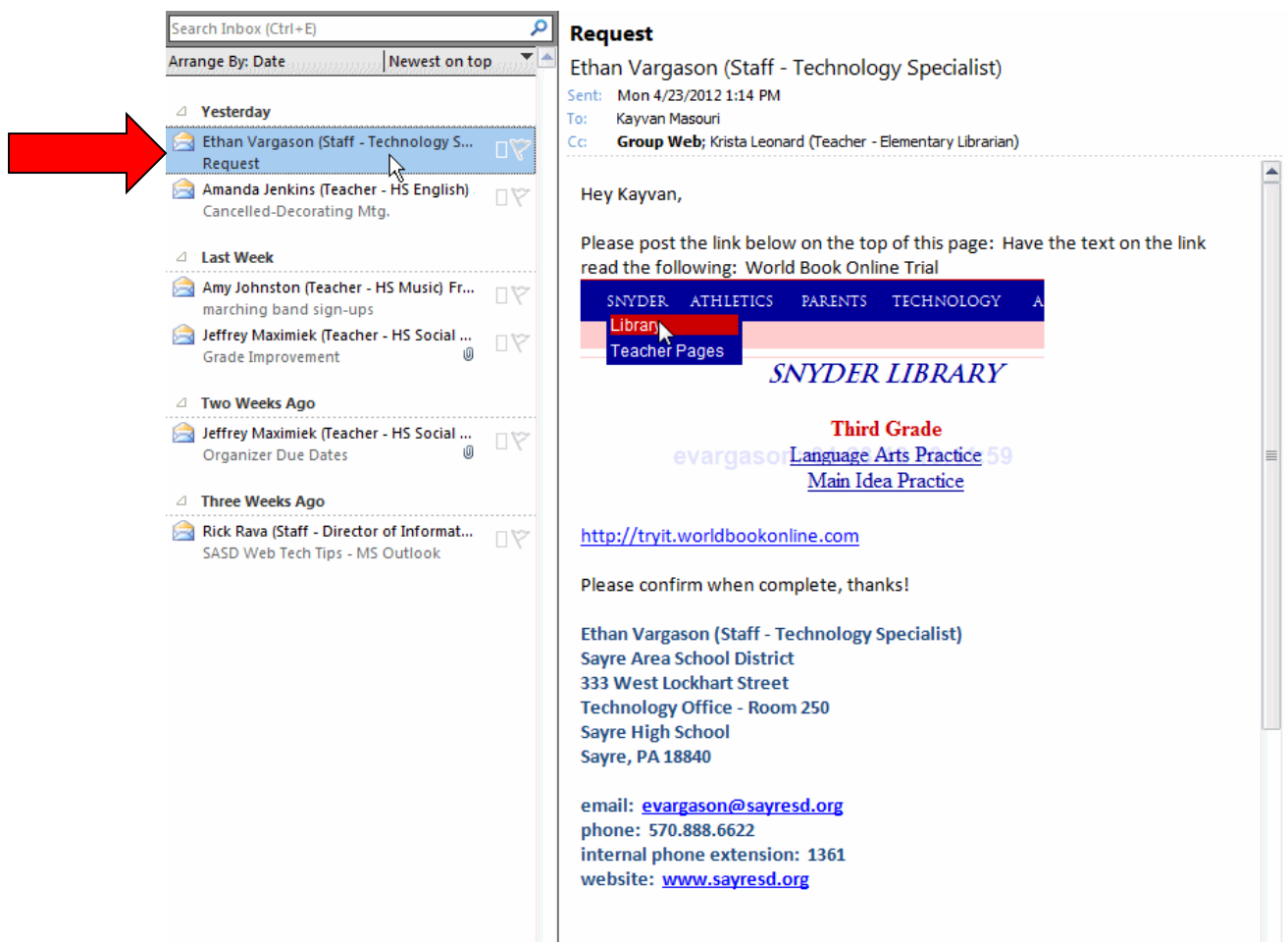
Purpose

This handout describes how manage your email with the Follow-up Feature.

When should I use this feature?

The Follow-up Feature should be used to manage Emails that you need to reply or take action on.

Let's look at the following sample email:



The screenshot shows an Outlook inbox on the left and an open email on the right. A red arrow points to the 'Request' button in the subject line of the selected email. The email content includes a request to post a link on a website, a logo for Snyder Library, and contact information for Ethan Vargason.

Request
Ethan Vargason (Staff - Technology Specialist)
Sent: Mon 4/23/2012 1:14 PM
To: Kayvan Masouri
Cc: **Group Web**; Krista Leonard (Teacher - Elementary Librarian)

Hey Kayvan,

Please post the link below on the top of this page: Have the text on the link read the following: World Book Online Trial

SNYDER ATHLETICS PARENTS TECHNOLOGY A
Libran
Teacher Pages

SNYDER LIBRARY

Third Grade
evargason [Language Arts Practice 59](#)
[Main Idea Practice](#)

<http://tryit.worldbookonline.com>

Please confirm when complete, thanks!

Ethan Vargason (Staff - Technology Specialist)
Sayre Area School District
333 West Lockhart Street
Technology Office - Room 250
Sayre High School
Sayre, PA 18840

email: evargason@sayresd.org
phone: 570.888.6622
internal phone extension: 1361
website: www.sayresd.org

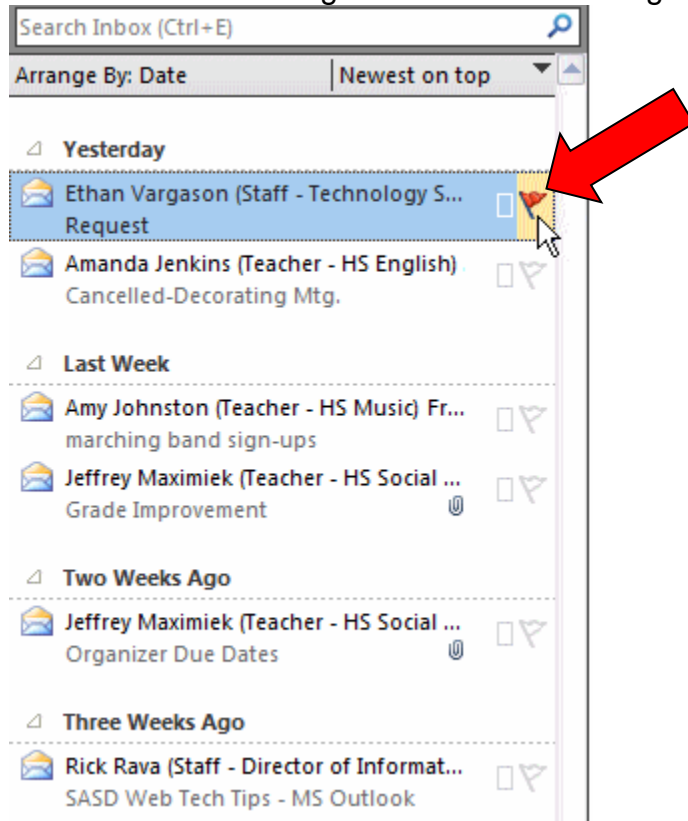
This email requires a download and installation of the new software by myself. In this case, I need to take action.

How do I use this feature?

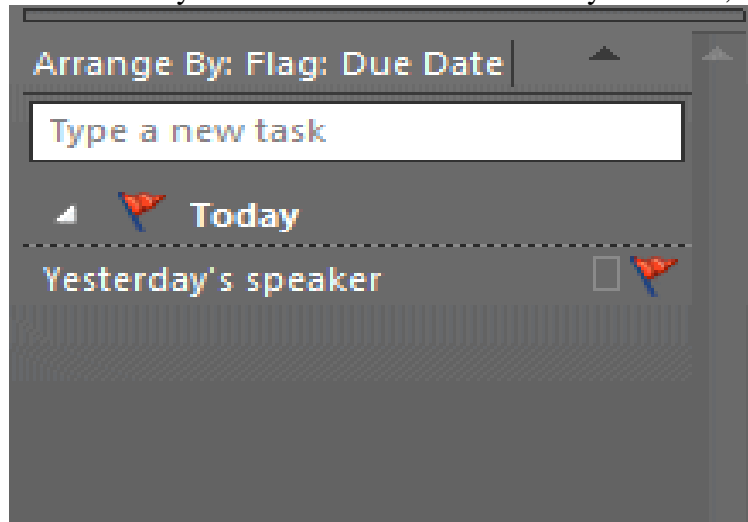
Start up MS Outlook on your PC.

Move to the email that you wish to mark for follow-up. See the following example:

Click on the White Flag – note the color changes to RED

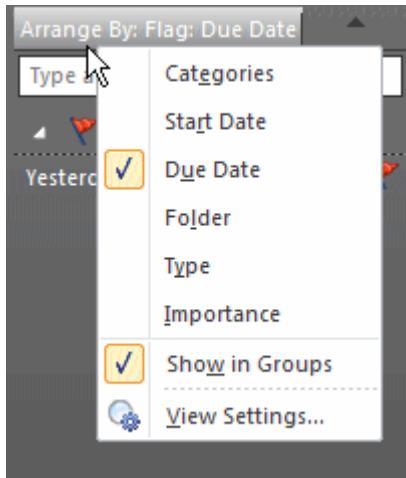


To see all of you items that need attention in your email, note the right-hand area of Outlook



Note the number indicates how many items need follow-up action

You can arrange items by date, importance, week, etc.



Once you have completed a request – just click on the RED flag – the item will change to a check mark and no longer will appear in your follow-up list – see example below:

