

Creating email reminders

You can activate a reminder for an email. This function creates a task and reminds you of the due date.

How to create an email reminder:

1. Select an email.

image not found or type unknown

2. Click the **More actions** icon  in the toolbar or in the detail view. Select **Reminder**.

Note: When having selected an email conversation, this function is only available in the detail view, not in the toolbar.

3. Complete the details in the **Remind me** window.

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