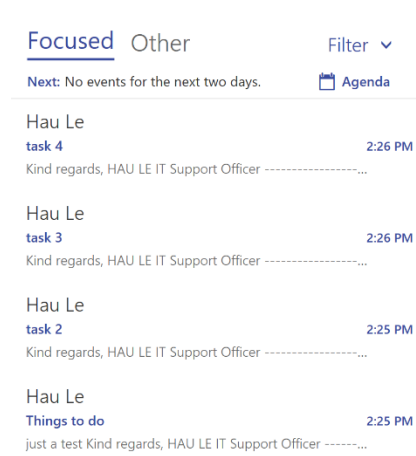




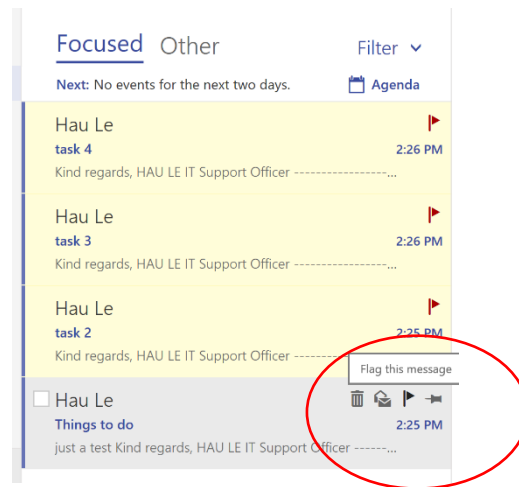
If you are having a lot of emails which are just information, and some are important tasks to do, here are some tips to help you sort out quickly.

1. Follow up function (this function is applied for both Webmail and Outlook)

Below are 4 tasks you are having in the inbox



Flag the messages that are your tasks to follow up by click on the flag as picture below

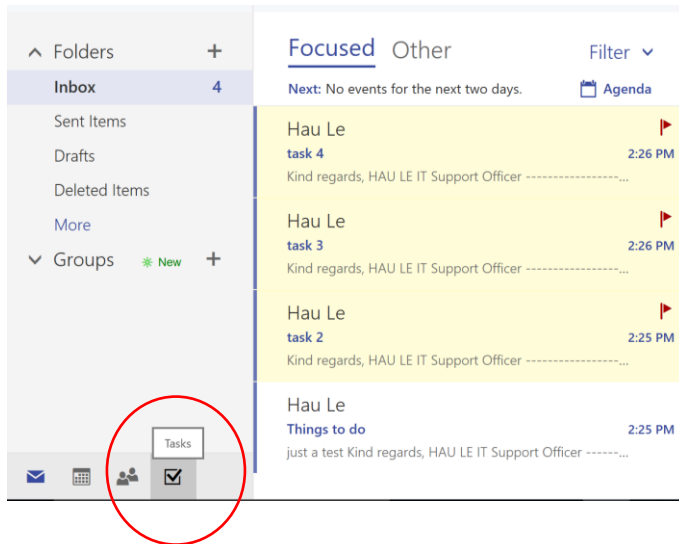




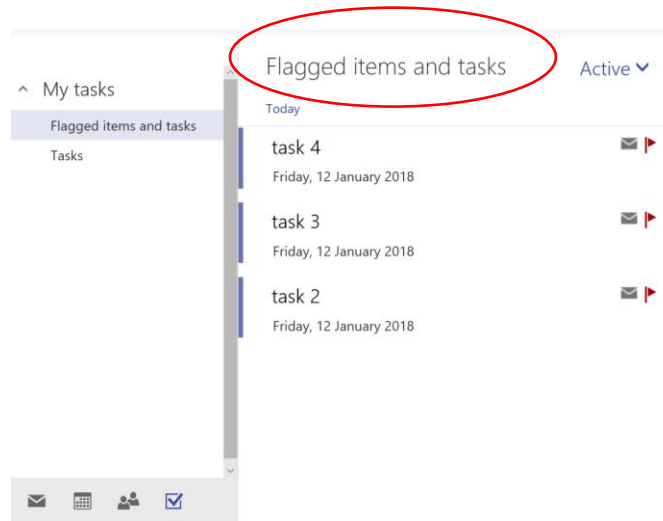
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At the left bottom corner, you will see the “tasks” icon, click on it

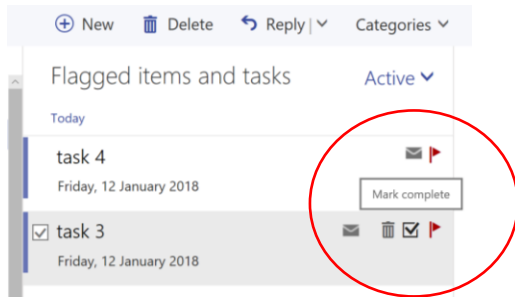


Then, outlook will sort out all the messages with red flag



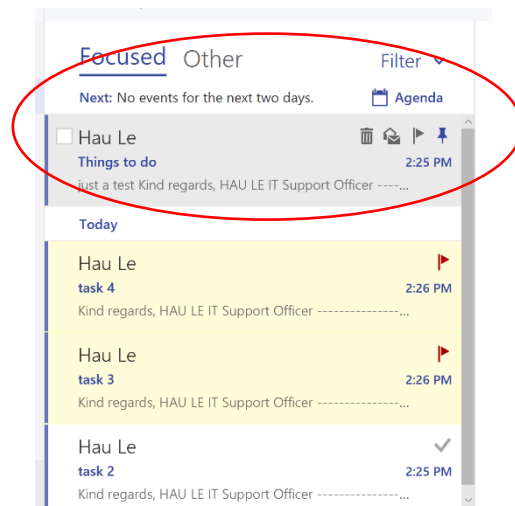
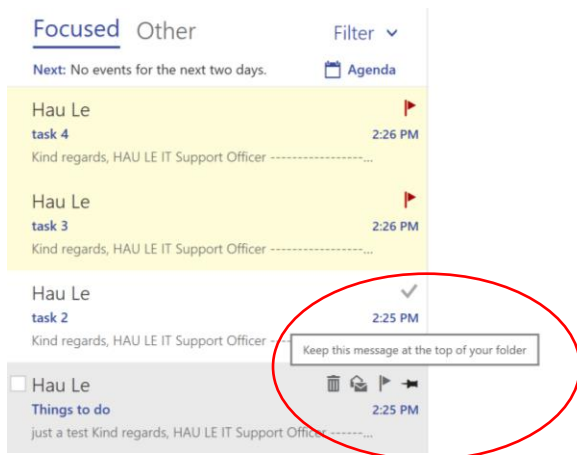


When you finish the tasks, click on the flag again, it will be out of your tasks as completed.



2. Pin the message on top (it is applied only on webmail)

Choose the message that is really important, click on the pin icon which is next to the flag, your message will be on top until you unpin it.





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When you do not need it, click unpin, the message will go back to where it was.

