Set or remove reminders

In Microsoft Outlook, you can set or remove reminders for a variety of items, including e-mail messages, appointments, and contacts.

## Calendar appointments and meetings

### Turning reminders on or off & setting notification times

1. Click the **File** tab.

2. Click **Options**.
3. Click **Calendar**.
4. To turn default reminders on or off for all new appointments or meetings, under **Calendar options**, select or clear the **Default reminders** check box.
5. If you select the check box, enter the amount of time before the appointment or meeting when you want the reminder to appear.

## For existing appointments or meetings

1. First open the appointment or meeting (TIP:  double click it in your calendar).

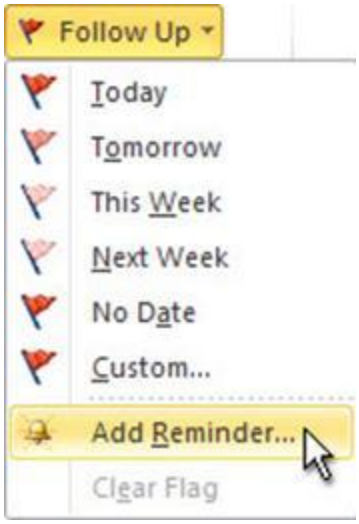
   Note  If the **Open Recurring Item** dialog box appears, click **Open this occurrence** or **Open the series**, and then click **OK**.

2. On the **Appointment** tab, in the **Options** group, in the **Reminder** drop-down list, select the amount of time before the appointment or meeting when you want the reminder to appear. To turn a reminder off, select**None**.

   Note  For all-day events, the default reminder time is 18 hours in advance. Although you can't change the default for all of the all-day events you create, you can change the reminder time on each appointment.

## E-mail messages, contacts, and tasks

1. On the **Home** tab, in the **Tags** group, click **Follow Up**, and then click **Add Reminder**.




Tip You can quickly flag e-mail messages as to-do items by using reminders. Right-click the Flag Status column in the message list. Or if you have the message open, on the **Message** tab, in the **Tracking** group, click **Follow Up**, and then click **Add Reminder**.

2. In the **Custom** dialog box, select or clear the **Reminder** check box. If you select the check box, enter the date and time when you want the reminder to appear.

3. Click **OK**.