Using Flags

Multi-colored Flag selection
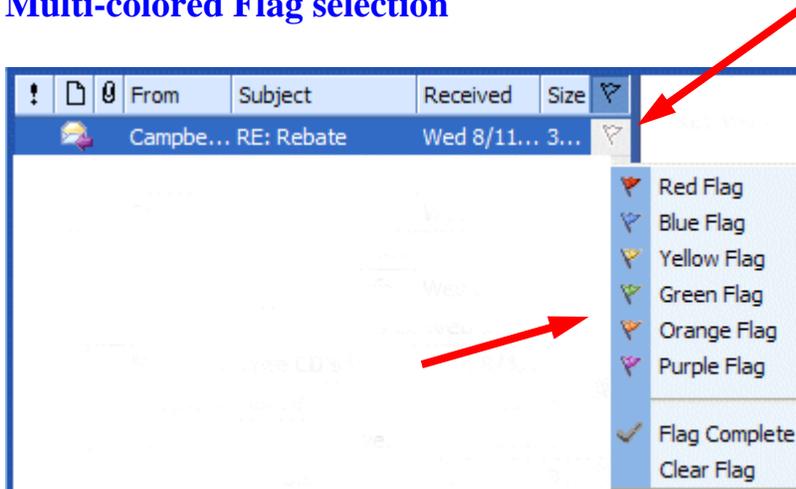
In Outlook Web Access 2003 you can **mark each message**, individually, as you desire, **with a different colored importance flag**. You can then view your flags by color groups.

In the **preview screen**, simply **RIGHT** click on the **small "blank" flag on the right of a message**. A "flag list" will appear as a drop-down menu (image above).

Click the flag **color** you desire.

Multi-colored flag grouping and Message Order

You can **group/arrange** your **messages** by Flag, once you've selected flags as indicated above.

Once you have "colored" your flags, to place them in order, simply **click** the **small flag** at the end of the button bar above the messages (see **image above**).