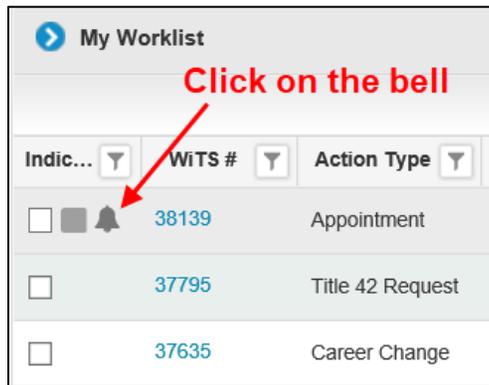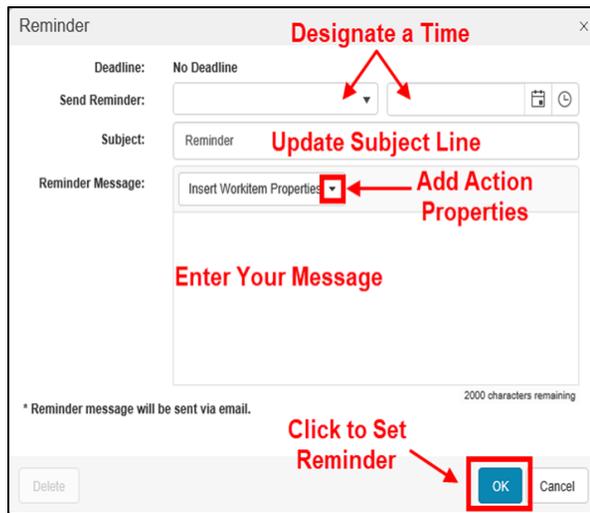# QRG: How to Set Your Personal Email Reminders

1.

Click on the bell that appears next to the action/when you hover your mouse in the indicator column.

2.

Set the time you wish to receive the email (use one of the options). You may update the Subject Line. Use the drop-down menu to insert Action Properties into the body of your email. Once
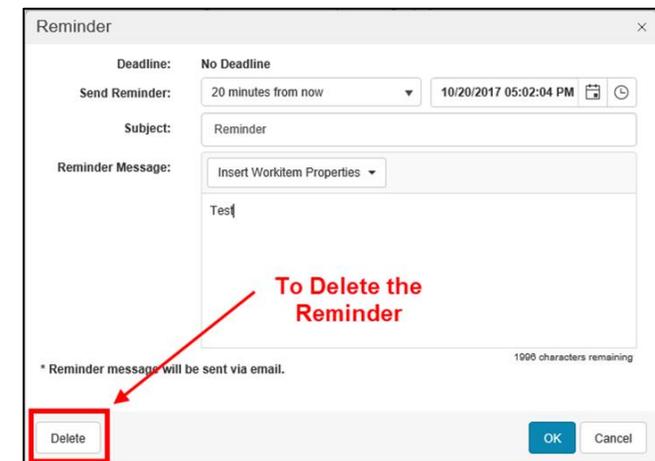
you have added your message, click OK to set the reminder email.

3.

A green bell indicates your email reminder has been set.

4.

If you wish to Delete your email reminder, click on the bell, and press the Delete button on the pop up.