

★ Outlook: Pin, Flag, Snooze — What They Do and When to Use Them

These three tools are about **your personal workflow**, not automation, not sorting, and not rules.



They help you say:

- “I need this at the top.”
- “I must follow this up.”
- “Not now — later.”

Let’s break them down.

📌 1. Pin

Keep this message at the top of the folder. Only works for the Web version.

What it does:

- Pins an email to the top of your Inbox (or any folder)
- Stays there until you unpin it
- Works like a “sticky note”
- Does **not** move the email
- Does **not** change its read/unread status

Best for:

- Emails you need to refer to today
- Something you’re waiting for a reply on
- A message containing details you’ll need shortly
- Temporary reminders

Club-friendly summary:

“Pin keeps an email at the top so you don’t lose it.”

🚩 2. Flag

Mark this message for follow-up

What it does:

- Adds a red flag to the email
- Adds it to your **To-Do** list (Microsoft To Do)
- Can include reminders
- Stays flagged until you mark it complete

Best for:

- Emails that require action
- Tasks you must not forget
- Follow-ups
- Anything you need to “do something about”

Key point: Flags are **task-based**, not position-based.

Club-friendly summary:

“Flag turns an email into a task you need to act on.”

3. Snooze

Hide this email until a time you choose

What it does:

- Removes the email from your Inbox temporarily
- Brings it back at a time you choose
- Marks it as unread when it returns
- Helps you control timing, not priority

Best for:

- Emails you can’t deal with right now
- Things you want to handle tomorrow or next week
- Reminders that need to pop up at the right moment
- Reducing Inbox clutter without losing anything

Club-friendly summary:

“Snooze hides an email until you’re ready to deal with it.”

★ How They Compare (simple table)

Feature	Pin	Flag	Snooze
Keeps email visible	✓ Top of folder	No	No (hidden until later)
Creates a task	No	✓ Yes	No
Brings email back later	No	No	✓ Yes
Good for	Quick access	Follow-ups	Timing control
Stays until you remove it	✓ Yes	✓ Yes	X No (auto-returns)

★ Club-friendly one-liner for your slide

Pin = keep handy. Flag = take action. Snooze = deal with later.