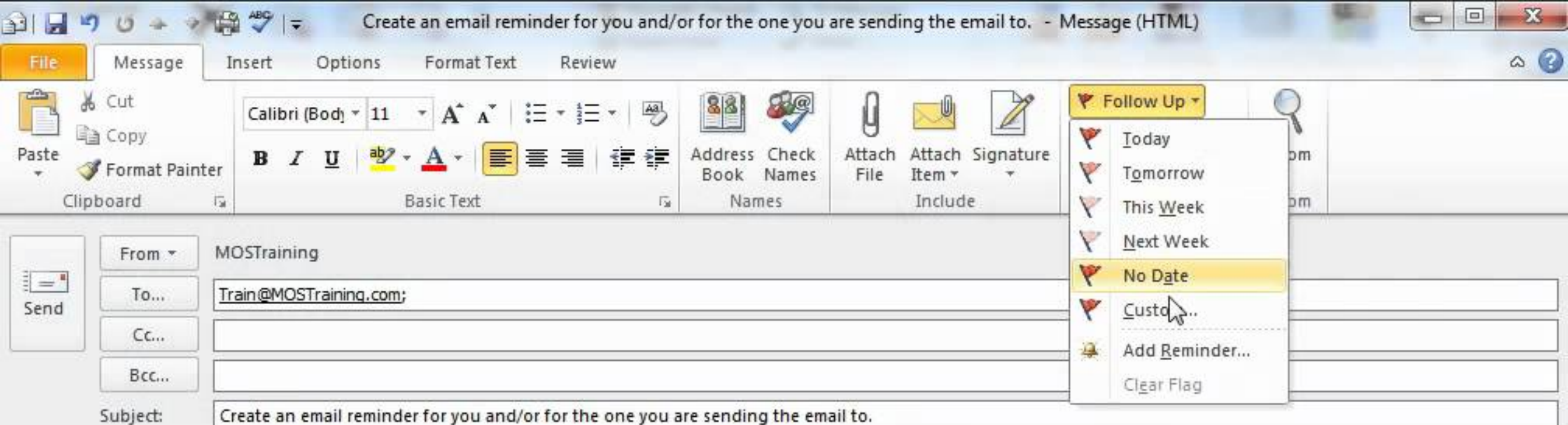




1. Click the **Message** tab
2. Click the **down arrow** on **Follow up** (located in the tags group)
3. Choose **Add Reminder**

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