## **QRG:** How to Set Your Personal Email Reminders

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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.

Indicator T	WiTS #	Action Type
	38139	Appointment

A green bell indicates your email reminder has been set.

Deadline:	No Deadline			
Send Reminder:	20 minutes from now	•	10/20/2017 05:02:04 PM	1
Subject:	Reminder			
Reminder Message:	Insert Workitem Properties 👻			
	1004			
	To Delete t	he		
* Reminder message will	To Delete t Reminde be sent via email.	he r	1996 charac	lers rem

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