Creating a New Reminder

1. Click **New Note/Reminder**. The New Note/Reminder popup window will open.

2. In the window that opens, enter a subject and a message for the reminder.

3. Place a checkmark beside **Make a Reminder**.

4. Click **Save**.
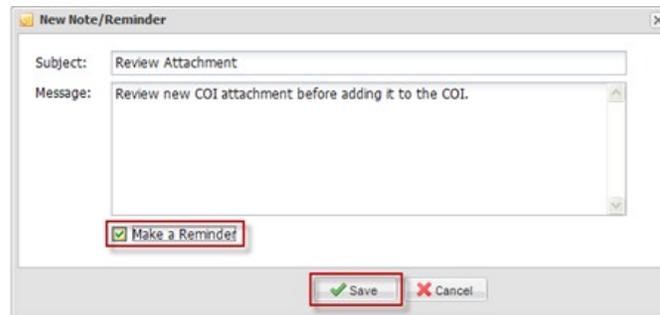
5. Your reminder will be displayed in the COI's Messages tab, as well as in the Messages list. All reminders are marked with a icon.