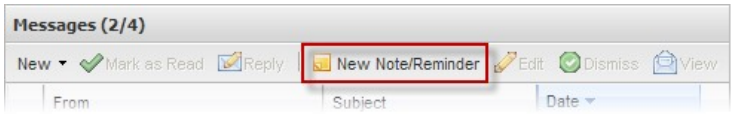
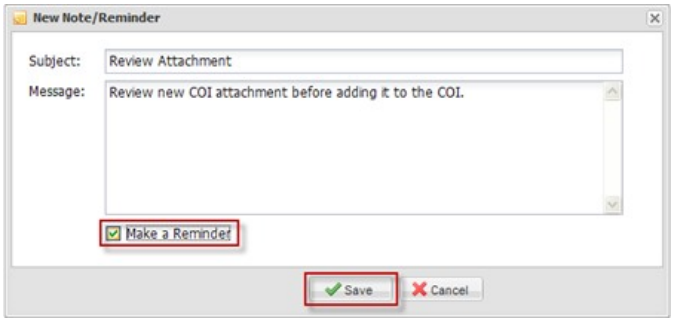
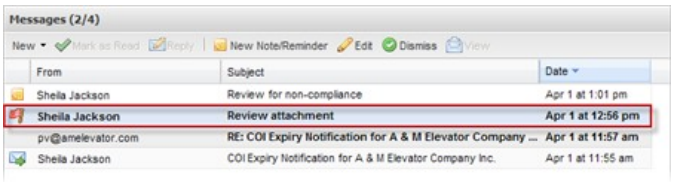
Creating a New Reminder

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.