Hey there.

First go in and rename your flag colors

CLICK ON TAGS:

Categorize

All Categories

Pick a color and click rename

Then:

Click quick steps

New quick step

Custom

Name the quick step

Under choose an action-categorize message

Under choose category-pick your color

Click on add action

Under respond area hit reply or reply all

Click on Show options

Type in whatever text you want

You can click on CC or BCC and have the email go to another party

Click auto send after 1 minute just in case you click on the wrong color

Once you have one set up, you can go into quick steps again, then manage quick steps and hit duplicate and just change the message name and color and any part of the text needed and add more quick steps.

So now, anytime I go into my email, I can flag an email and it auto send the correct message giving me time to respond thanks

Call me with any questions  thanks so much