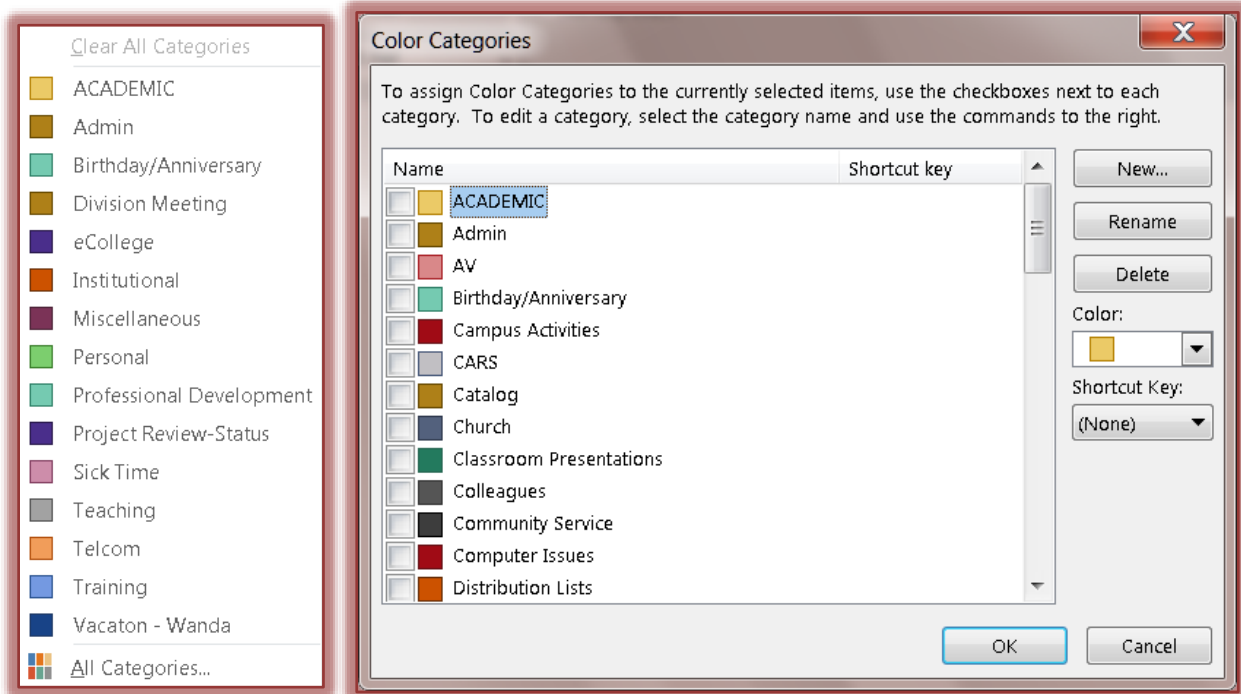


## Categorize Items in Outlook

It is possible to track all items related to a particular project or task by assigning a color category. Categories can be assigned to calendar items, as well as to messages, tasks, contacts, notes, and journal items.

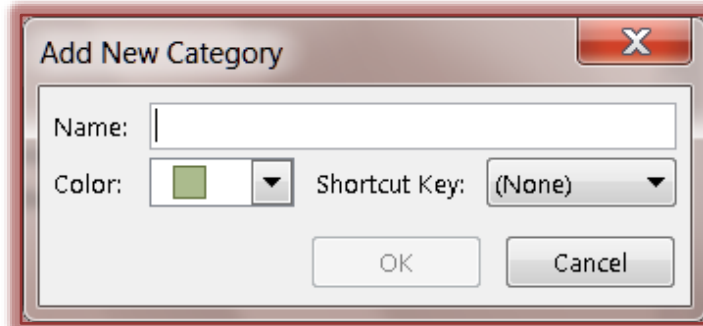
### ASSIGN A CATEGORY TO AN APPOINTMENT

- ✦ Click the **New Appointment** button to open the Appointment window.
- ✦ In the **Tags Group** click the **Categorize** button (see illustration below).
- ✦ A list of possible categories will display (see illustration below).
- ✦ To display additional categories, click the **All Categories** link.
- ✦ The **Color Categories** dialog box will display (see illustration below).



### ADDING A NEW CATEGORY

- ✦ In the **Color Categories** dialog box, click the **New** button.
- ✦ The **Add New Category** dialog box will display (see illustration below).



- ✦ Input a name for the Category in the **Name** box.
- ✦ Click the **Color** list arrow to select a color for the Category.
- ✦ Click the **Shortcut Key** list arrow to select a keyboard shortcut for the Category.

### CHANGE NAME OF CATEGORY

- † In the **Color Category** dialog box, select the **Category** that is to be renamed.
- † Click the **Rename** button.
- † The **Name** will be highlighted in the **Name** list.
- † Input the new name.
  - ★ Just type over the previous name.
  - ★ It is not necessary to press the **Delete** key to remove the previous text.
- † Press the **Enter** key to complete the name change.

### DELETE CATEGORY

- † In the **Color Category** dialog box, select the **Category** that is to be deleted.
- † Click the **Delete** button.
- † A message will appear to confirm the deletion (see illustration below).
- † Click **Yes** to remove the **Category**.
- † Click the **OK** button to exit the **Color Category** dialog box.

**NOTE:** Categories can also be added to **Email Messages** and **People**. To add a Category to either of these areas select the **Message** or **Person** for which the **Category** is to be added and click the **Categorize** button in the **Tags Group** on the **Home Tab**. Select a **Category** from the list or add a **Category** as described earlier in this document.

