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).

![Color Categories dialog box](image)

**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).

![Add New Category dialog box](image)

- 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
aminer 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.