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.
✦ A list of possible categories will display.
✦ To display additional categories, click the All Categories link.
✦ The Color Categories dialog box will display.

Add a New Category
✦ In the Color Categories dialog box, click the New button.
✦ The Add New Category dialog box will display.
✦ 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.

- 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**, **People**, and **Tasks**. To add a Category to these areas select the **Message**, **Person**, or **Task** 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.