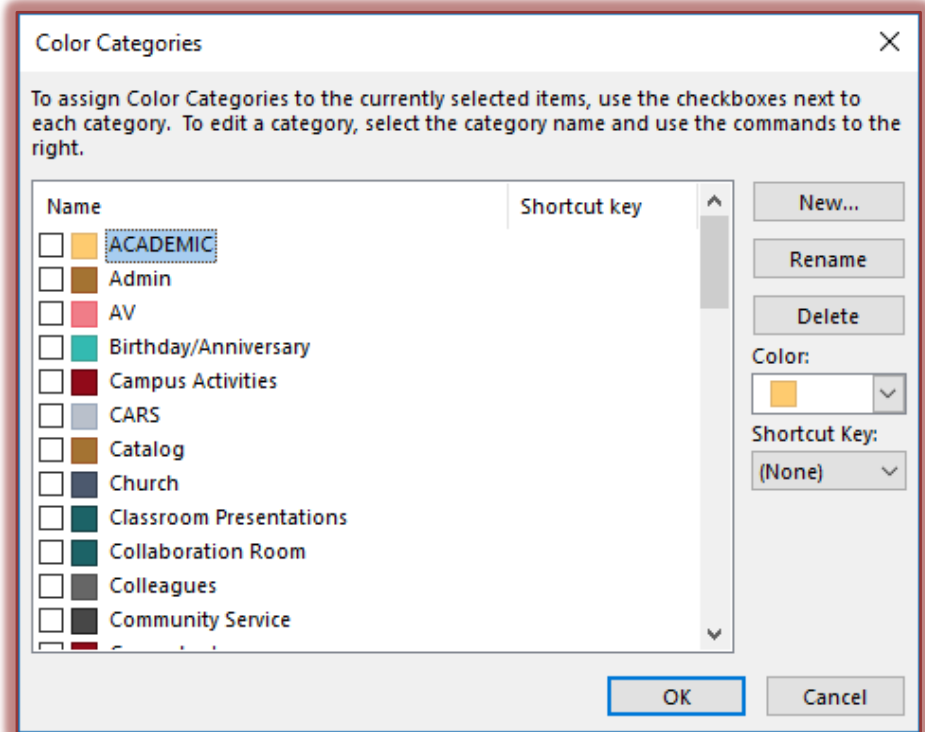
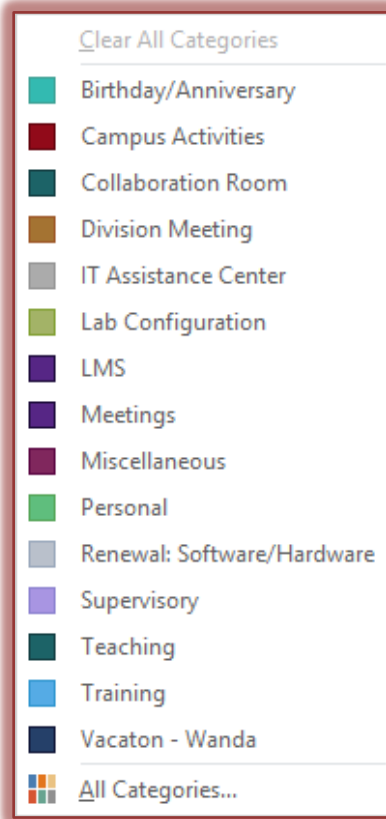
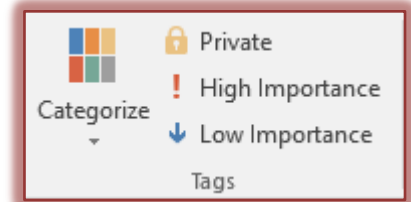


Categorize Items in Outlook

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.

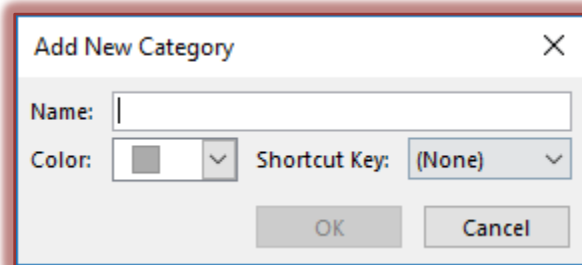
ASSIGN A CATEGORY TO AN APPOINTMENT

- ✦ 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.

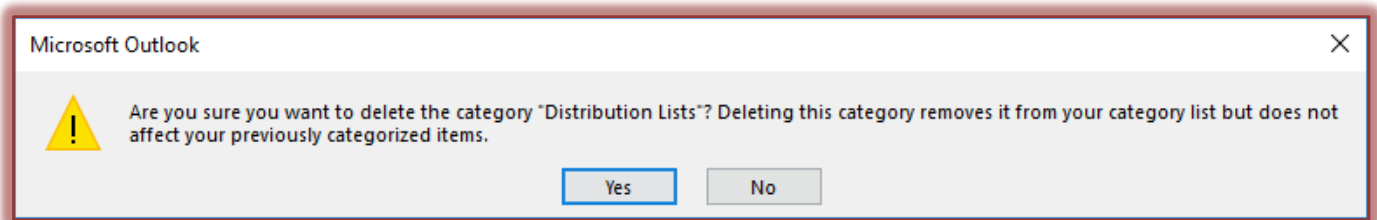
✦ Press the **Enter** key to complete the name change.

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.

