

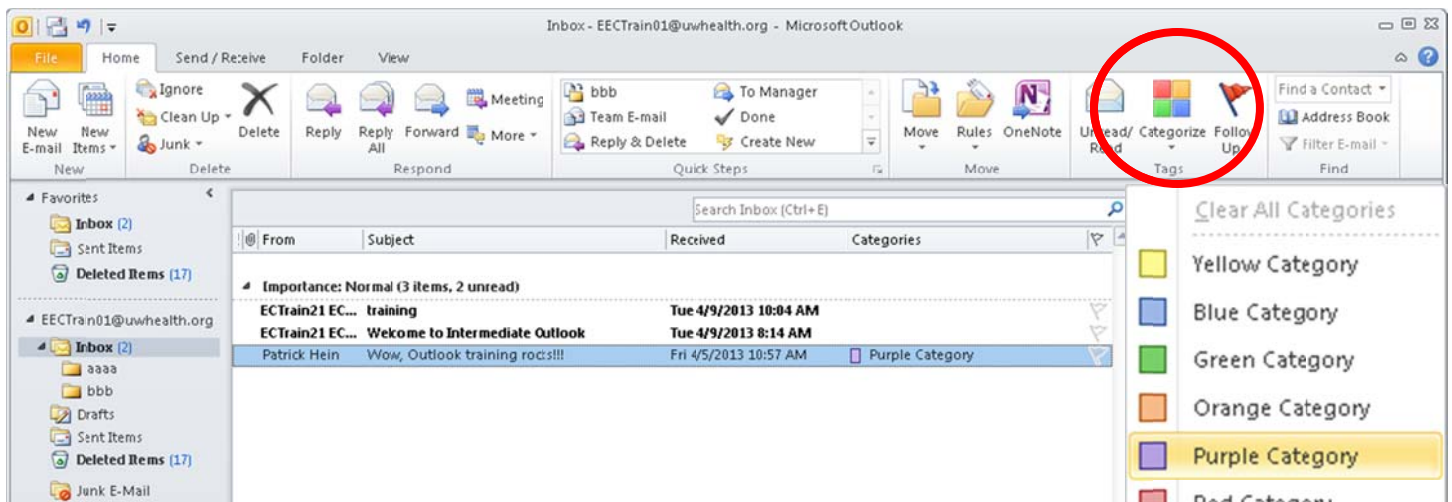
# Outlook Categories

Now that you have migrated to Outlook, you will want to recreate your Categories

If you saved your Category names and colors from GroupWise, find that file. It will help you remember what category names and colors you used -- Here's mine:

	A	B
1	Category name	Color scheme
2	Meeting	white background, blue font
3	Misc	white background, red font
4	FollowUp	White/orange
5	Personal	magenta/white
6	Training	white/red

From the Outlook main window, highlight a mail message and then click Categorize



The first time you choose a Category, it will give you the option to rename it

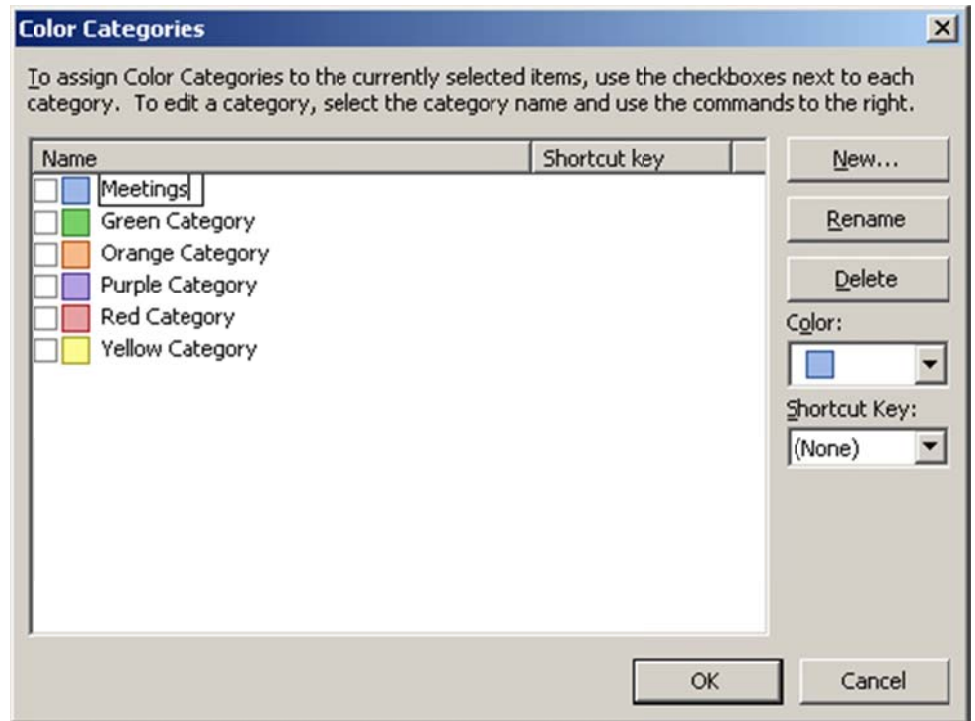


You can choose to rename it now or select All Categories to rename all of your categories

Click a category and then click Rename

Type in your desired name

Repeat for all other categories you wish to create

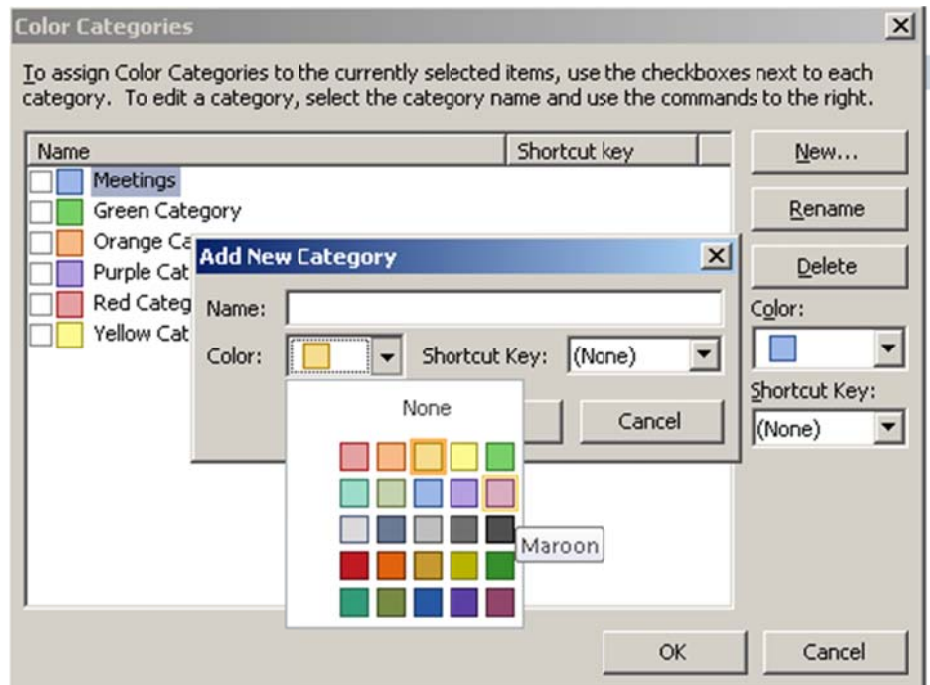


You can also create a new category

Click new

Name your new category

Select a color from the options listed

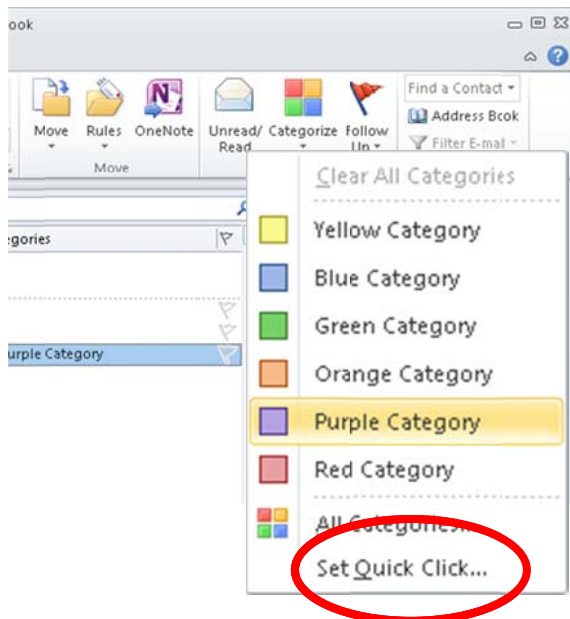
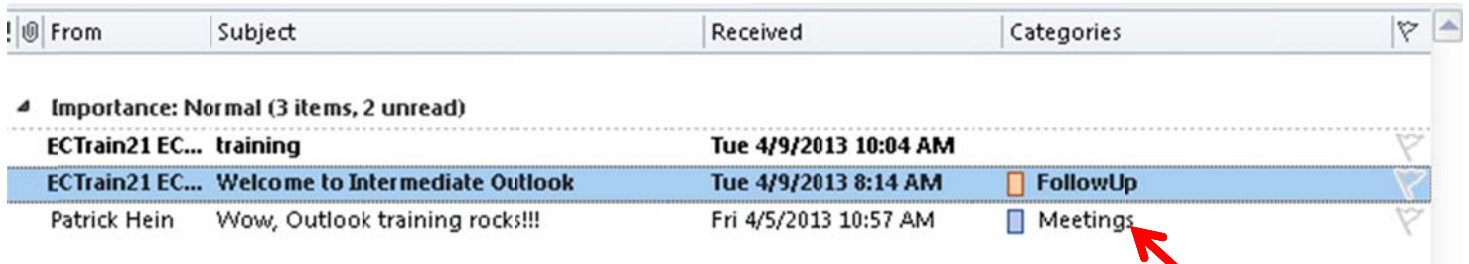
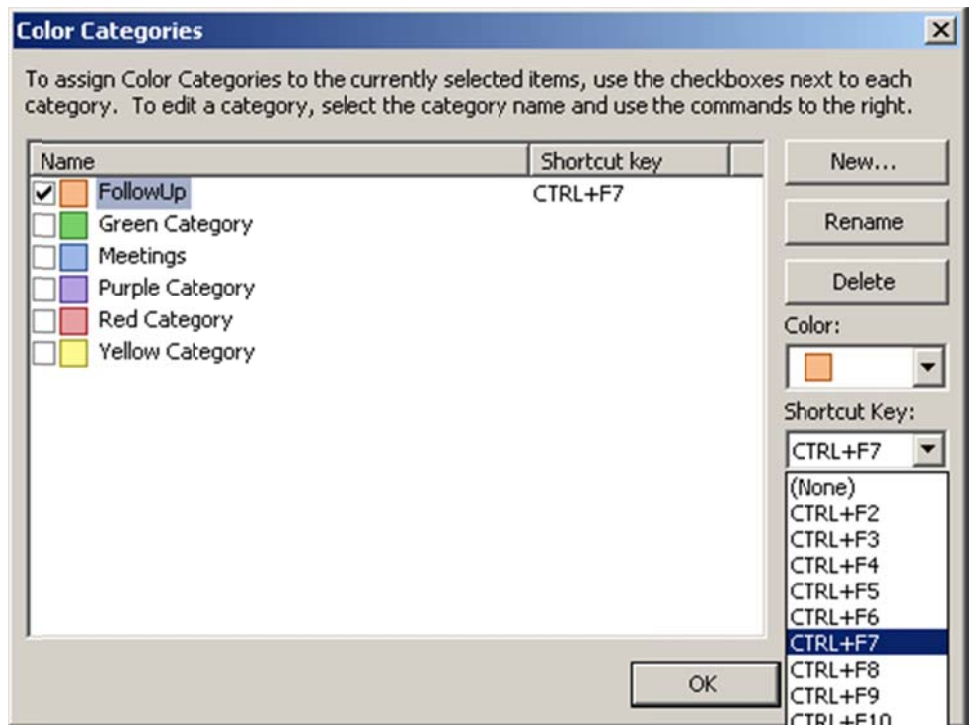


You can assign a Shortcut Key, which will be a combination of pressing the Ctrl Key plus a Function Key

For example:



To use, click on message and type Ctrl+F7 -- your category is now set



Another option is to identify a Quick Click category

I've selected Meetings for my Quick Click - every time I click in the Category area of my inbox, the message will be assigned the Meetings category



You can also assign categories to your appointments

You can either click the Categorize button on the ribbon

Or, right-click your appointment and select Categorize - just like you did in GroupWise

Select your category

The Quick Click does not work on the calendar, but the Shortcut Key does

