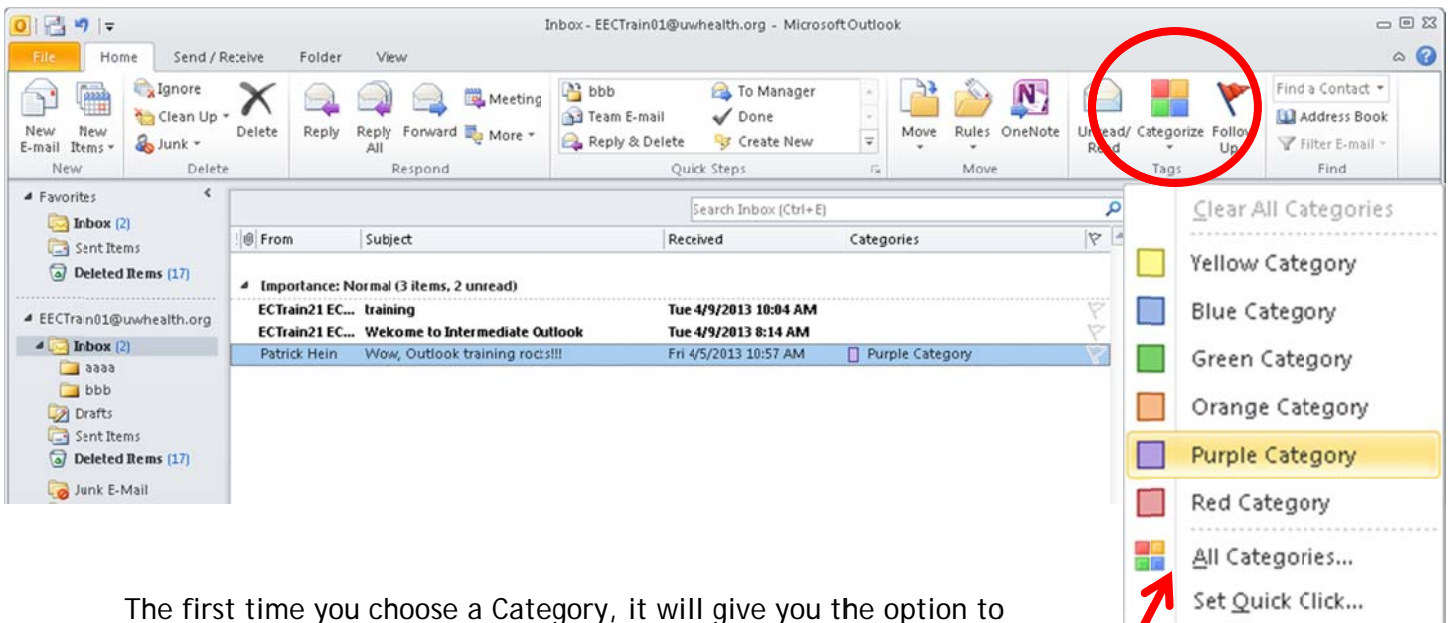


# Outlook Categories

Categories are a useful organizational tool in Outlook. You can color-code messages and appointments by project or type of event. A category is a keyword or phrase that helps you keep track of email messages or appointments so you can easily find, sort, filter, or group them. Use categories to keep track of different types of items that are related but stored in different folders. Categories also give you a way to keep track of items without putting them in separate folders.

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