

How to use Categories: Outlook 2013

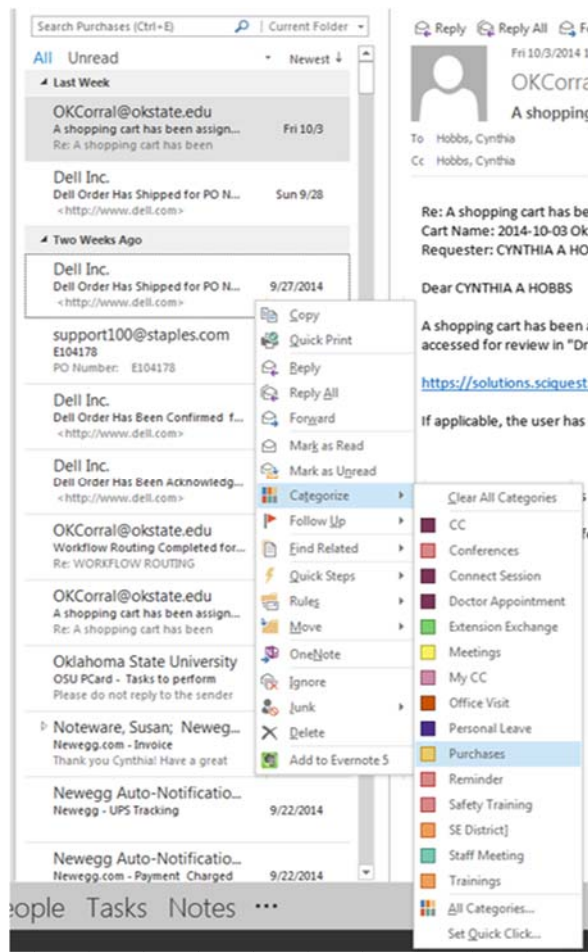
Categories allow you to group emails and calendar appointments together so you can see clearly and easily what items belong in the same group.

Assigning Categories.

1. Right click on an email or calendar appointment and choose Categorize.
2. Select a Category for email or calendar appointment.

Alternate method.

1. Open email or calendar appointment.
2. Click Categorize in the ribbon and click the appropriate category.



Creating and Editing Categories.

Outlook allows you to re-name, change colors, create new, and delete categories.

1. Click on a categorize button and choose All Categories
2. To edit a current category, click on it and choose re-name or choose different color from drop down list.

