

Microsoft Outlook – Customizing colour Categories

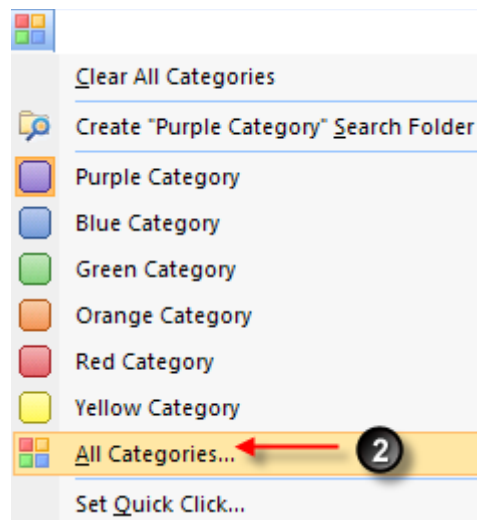


Customizing colour Categories.

1. Select **Categorize** from the **Ribbon**.



2. All **Categories**.



3. Select either:

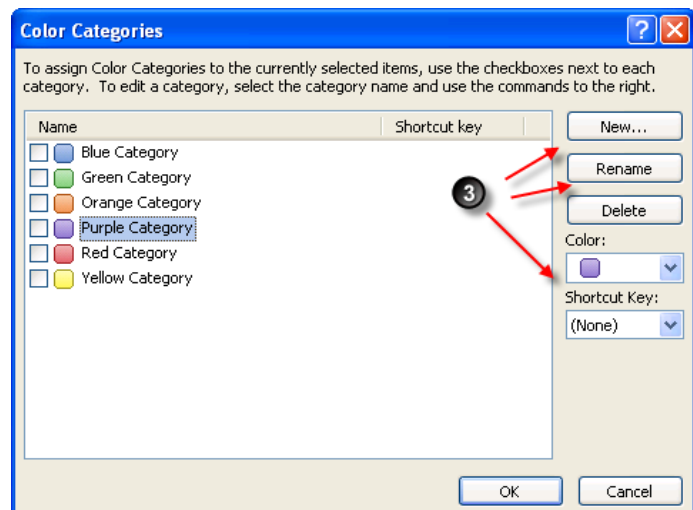
New: to create a new Category.

Rename: To Rename an existing Category.

Delete: To Delete a Category.

Color: To change a Category Colour.

Shortcut Key: To assign a shortcut key to a Category.



Assigning a Category to Email.

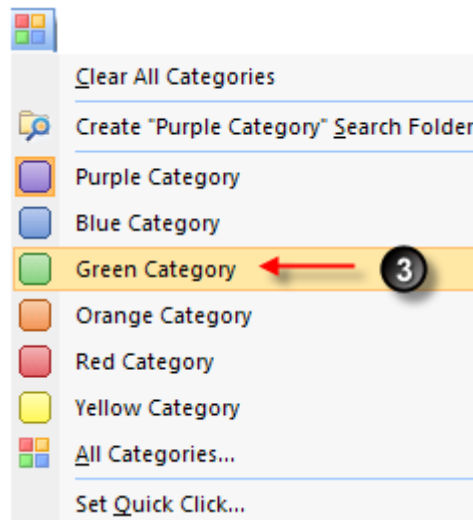
1. **Open** the email that you wish to assign a Category to.

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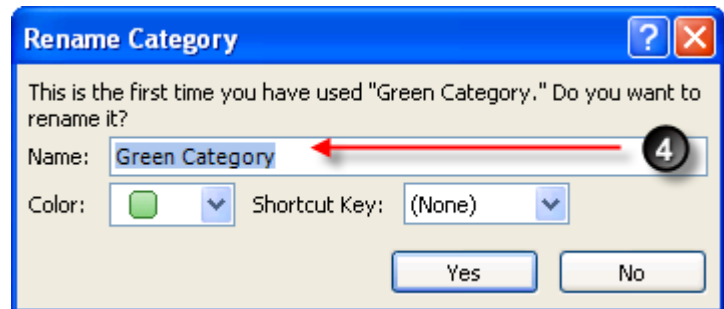
2. Click on the Categorize icon from the ribbon.



3. Select the desired Category.



4. If the Category has not been used, Outlook will prompt for the default Category name to be changed.



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Preview

