

Microsoft Outlook – What is a category



What is a category?

Colour categories allow you to identify and group associated items within Outlook be it email , contacts, appointments etc, this will allow you to easily search and organise your Outlook environment..

Categories are very useful within contacts, you may have hundreds of clients and personal address cards, using categories you could say categorize all your car repairers in green, computer suppliers in red etc.

You may forget the individuals name but searching by colour category will filter you data by colour easily.

It is possible to assign multiple colours to a contact as the contact could be a business contact as well as a personal friend.