

Microsoft Outlook – Applying a Category-to a Note



Applying a Category to a Note.

By applying a Category to a Note will enable you to retrieve your Note by grouping them together.

Select with the mouse the Note that you wish to **Categorize**.

Click the right mouse button, a short-cut menu will be displayed.

(reverse if mouse has been set for left hand use).

Select the Category you wish to assign the task.

