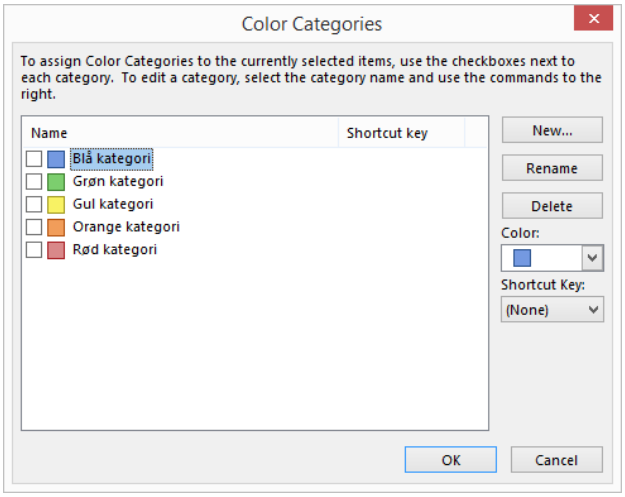
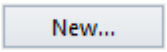
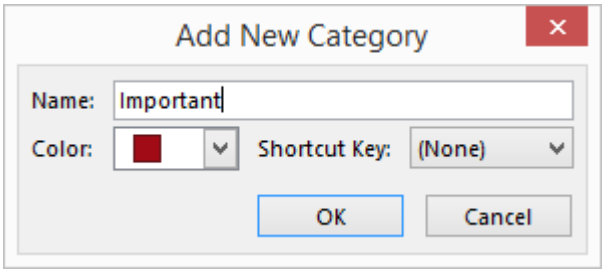
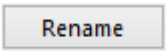
How to use categories in Outlook

What are you going to do?	How to do it?	Where is it?
Adapt the category list	Click the icon **Categorize** on the **HOME** tab. Choose **All Categories** from the drop-down list. The dialog box **Color Categories** opens. Choose at the right side of the dialog box which task you want to do, click.	 
Create a new category	Open the dialog box **Color Categories.** Click **New**. The dialog box **Add New Categori** opens. Write a name, and choose a color. Click **OK** to close the dialog box.	 
Rename a category	Open the dialog box **Color Categories**. Click **Rename**.	
Remove a category from the category list	Open the dialog box **Color Categories**. Click **Delete**.	

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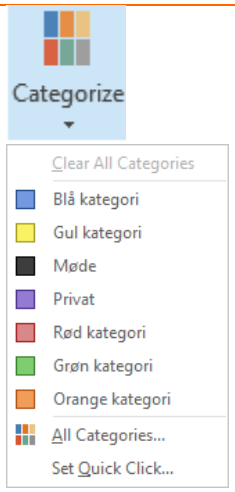
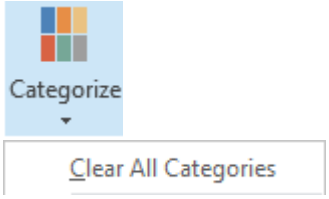
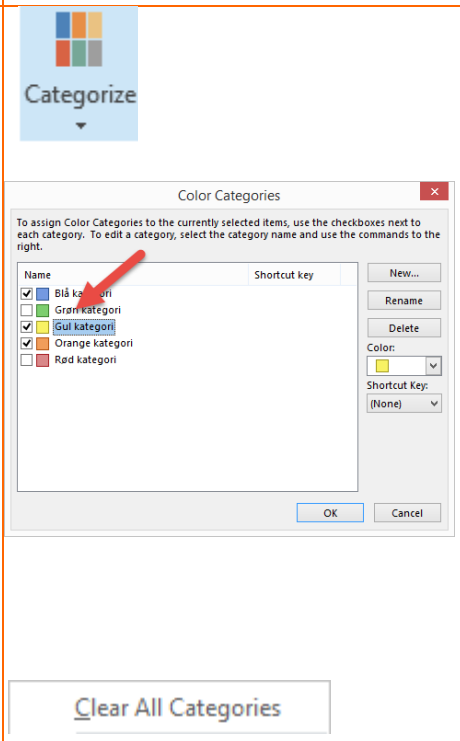
Assign a category to an e-mail	Mark the mail to be assigned to a category. Click the icon **Categorize** on the **HOME** tab. Select a category from the drop-down list. TIP: You can also right-click the message and select **Categorize**.	
Remove all categories assigned to an e-mail	Mark the e-mail. Click the icon **Categorize** on the **HOME** tab. Select **Clear All Categories** from the drop-down list.	
Remove one or more categories assigned to an e-mail	Mark the e-mail. Click the icon **Categorize** on the **HOME** tab. Select **Clear All Categories** from the drop-down list. The dialog box **Color Categories** opens. Remove the check mark next to the Category you no longer want to be assigned to the mail. Click **OK** to close the dialog box. **TIP:** You can also simply right-click on the message and from the context menu select **Categorize> Clear all Categories.** .	

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