

CATEGORIZE EMAIL MESSAGES

ASSIGN A COLOR CATEGORY TO AN EMAIL MESSAGE

Color adds visibility to your Outlook items. Color categories can be assigned to email messages in Microsoft Outlook, which enables you to quickly identify them and associate them with related items. You can assign more than one color category to messages, or use a Quick Click category to click once and assign a color category to a message in your **Inbox**. You can change the color associated with a category at any time.

A color category must be in the color category list before you can assign it. If a color category is not listed, you can create a new color category and assign it to an item for the first time. You can also choose from several default color categories and rename them to be more meaningful to you.

To assign a color category, do the following:

- **For a message in your Inbox or any message list:** Right-click the message, point to **Categorize**, and then click a color category.
- **For an open message:** On the **Message** tab, in the **Options** group, click **Categorize**, and then click a color category.

You can also open the **Categorize** menu and **Color Categories** dialog box by clicking **Categorize** on the ribbon, on the **Tags** tab. Only the 15 most recently used color categories appear on the **Categorize** menu. To see the rest, click **All Categories** on the **Categorize** menu.

To see more categories or to create a category click **All Categories** to open the **Color Categories** dialog box. To assign a color category from the **Color Categories** dialog box, you must select the check box next to the color category. The **Color Categories** dialog box is also a quick way to assign multiple categories to an item.

The first time that you assign a default color category to an item, you'll be prompted to rename the category. At this time, you can also change the color of the category and choose a keyboard shortcut.

ASSIGN A QUICK CLICK CATEGORY TO A MESSAGE

With a single click, you can assign a color category to an item in your Inbox or any message list by setting a default **Quick Click** category. This can be especially helpful if you focus on one main project or frequently categorize items as Important, Review Immediately, and so on.

TO SET A QUICK CLICK CATEGORY:

1. On the **Home** tab, in the **Tags** group, click **Categorize**, and then click **Set Quick Click**.
2. In the **Set Quick Click** dialog box, in the drop-down list, select a color category.

From an open message, you can also click **Set Quick Click** on the **Categorize** menu to set the default color category for all future messages, not just the message that is selected. However, if you change the Quick Click category, it does not change the color category assigned to previously marked messages.

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TO ASSIGN A QUICK CLICK CATEGORY:

- In your **Inbox**, click the **Categories** column next to a message. This adds the color set for your Quick Click category to the column. If you open the message, the color and the name of the color category appear in the header.

You can also assign a Quick Click category to other Outlook items, such as Contacts, Tasks, and Calendar appointments, in the same manner when they are viewed in table views or in the To-Do Bar.

DELETE A CATEGORY COLOR

You can delete a color category from the category list if you don't want it anymore or remove a color category from items that you previously categorized.

Removing a color category from an item removes it from that item only. In some views, you can select multiple items at the same time and remove a color category from all of the selected items.

After you delete a color category from your category list, it is no longer available to assign to items unless you recreate it. Deleting a color category does not automatically delete it from previously marked items, but you can delete it manually if necessary.

To delete a color category from your category list:

1. On the **Home** tab, in the **Tags** group, click **Categorize**.
2. Click **All Categories**.
3. Select the color category, and then click **Delete**.

REMOVE A COLOR CATEGORY FROM A MESSAGE, CONTACT, CALENDAR ITEM, OR TASK

You can remove a color category from an item in a table view, such as the Inbox, or from within the open item.

TO REMOVE ALL COLOR CATEGORIES FROM AN ITEM IN A TABLE VIEW:

- Right-click the item that you want, point to **Categorize**, and then click **Clear All Categories**.

TO REMOVE SPECIFIC COLOR CATEGORIES FROM AN ITEM IN A TABLE VIEW:

1. Right-click the item, point to **Categorize**, and then click **All Categories**.
2. Clear the check boxes for the color categories that you want to remove.

TO REMOVE A COLOR CATEGORY FROM AN OPEN ITEM:

- In the header of the message, right-click the color category, and then click **Clear color category name**.

To remove all of the color categories that are assigned to the item, right-click any one of the color categories, and click **Clear All Categories**.

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When you want to remove a color category from a recurring calendar item, open the series, rather than a single occurrence of the item. Color categories are assigned to all items in a series.

The To-Do Bar always appears in a table view. You can remove a color category from a task or other item in the To-Do Bar the same way you do in other table views.


To remove a color category from a note:

- Right-click the note, point to **Categorize**, and then click **Clear All Categories**.


To remove specific color categories from a note in Icons view or a table view:

1. Right-click the note, point to **Categorize**, and then click **All Categories**.
2. Clear the check boxes for the color categories that you want to remove.

To remove all color categories from an open note:

1. In an open note, click .
2. Point to **Categorize**, and then click **Clear All Categories**.

To remove specific color categories from an open note:

1. In an open note, click **Note** .
2. Point to **Categorize**, click **All Categories**, and then clear the check boxes for the color categories that you want to remove.

REFERENCES

Microsoft Corp. "Outlook Help."

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