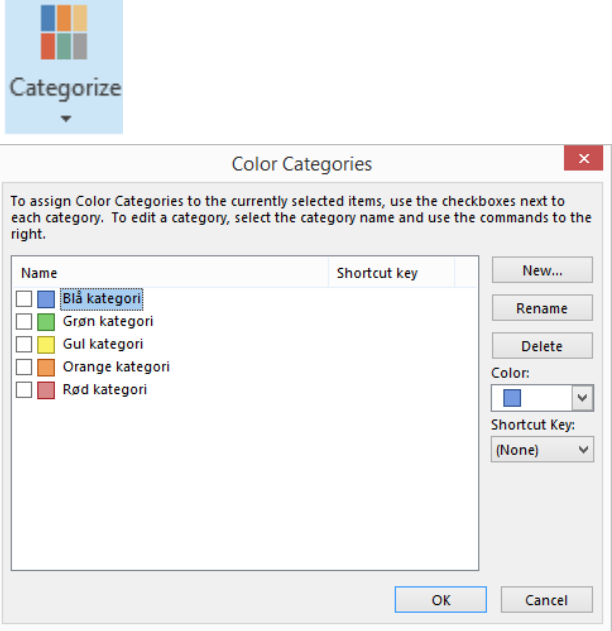# How to use categories in Outlook

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**.	

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**.	Categorize Clear All Categories Blå kategori Gul kategori Møde Privat Rød kategori Grøn kategori Orange kategori All Categories... Set Quick Click...
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.	Categorize Clear All Categories
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.** .	Categorize Color Categories To assign Color Categories to the currently selected items, use the checkboxes next to each category. To edit a category, select the category name and use the commands to the right. Name / Shortcut key Blå kategori Grøn kategori Gul kategori Orange kategori Rød kategori New... Rename Delete Color: Shortcut Key: (None) OK / Cancel Clear All Categories