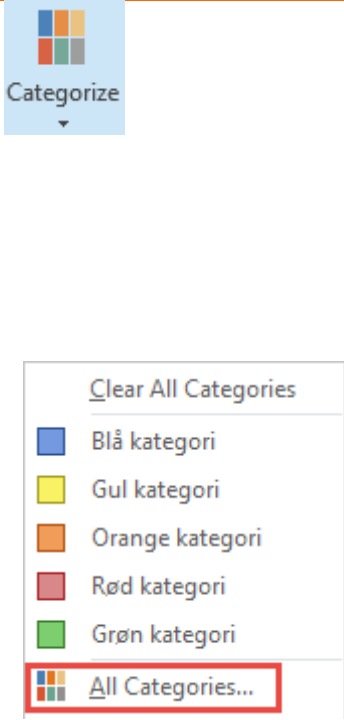




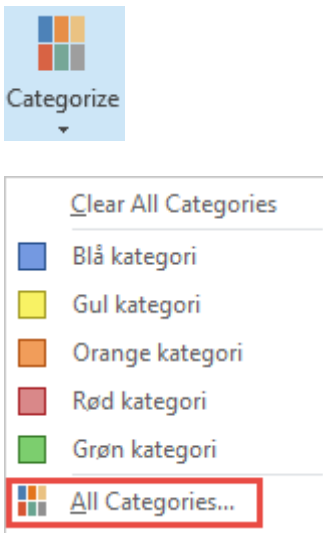
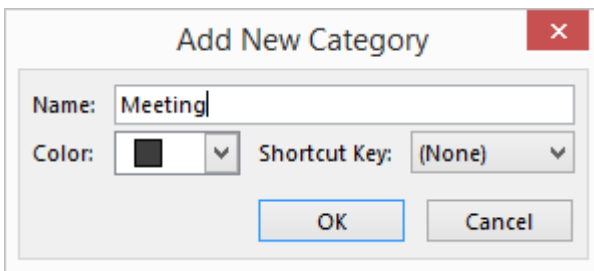
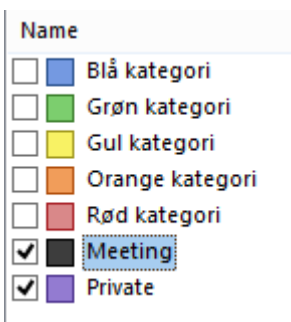
How to use colors in the calendar in Outlook

What are you going to do?	How to do it?	Where is it?
<p>Colors in the calendar are created of categories.</p>		
<p>Assign a category to a calendar item</p>	<p>Mark the item in the calendar view.</p> <p>Click Categorize at the APPOINTMENT tab.</p> <p>Select the category you want to assign to the calendar item.</p> <p>TIP: You can also right-click the item and choose Categorize from the context menu.</p>	

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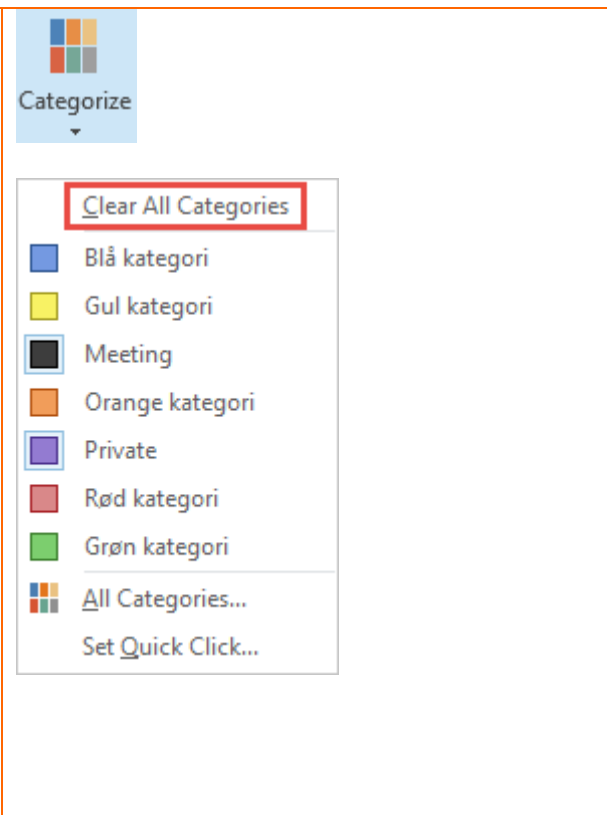


<p>Create a new category color and assign it to a calendar item</p>	<p>Open the calendar item you want to give a category.</p> <p>Click Categorize at the APPOINTMENT tab.</p> <p>Select All Categories.</p> <p>Click Add New Category.</p> <p>Write the name, and select color for the new category.</p> <p>Make sure that there is a mark in the new category.</p> <p>Click OK to close and assign the category to the calendar item.</p>	  
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<p>Delete categories from a calendar item</p>	<p>Select the item in the calendar.</p> <p>Click Categorize at the APPOINTMENT tab.</p> <p>Select Clear All Categories.</p>	
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