

How to use categories in Outlook What are you How to do it? Where is it? going to do? Adapt the category Click the icon Categorize on the HOME list tab. Categorize Ŧ Choose All Categories from the drop-down Color Categories list. 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 right. mands to the The dialog box Color Categories opens. Name Shortcut key New... 🔄 🔜 Blå kategori Choose at the right side of the dialog box Rename 🗌 📕 Grøn kategori which task you want to do, click. 🗌 📒 Gul kategori Delete 🗌 📒 Orange kategori Color: 🗌 📕 Rød kategori v Shortcut Key: (None) v ОК Cancel Open the dialog box Color Categories. Create a new category New... Click New. The dialog box Add New Categori opens. × Add New Category Write a name, and choose a color. Name: Important v Shortcut Key: (None) Color: v Click **OK** to close the dialog box. OK Cancel Open the dialog box Color Categories. **Rename a category** Click Rename. Rename **Remove a category** Open the dialog box Color Categories. Click Delete. from the category Delete list





Read more about personal planning in the book: Planlæg bedre – få mere tid by Kirsten Andersen, Mariann Bach Nielsen and Claus Bekker Jensen You can also read the book in English: Plan Better – Get More Time – www.planbetter.dk © www.planlaeg.dk



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
Remove one or more categories assigned to an	Mark the e-mail. Click the icon Categorize on the HOME tab.	Categorize
e-mail	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.	Clor Categories To assign Color Categories to the currently selected tems, use the checkboxes net to each category, select the category name and use the commands to the currently selected tems, use the checkboxes net to response to the currently selected tems, use the checkboxes net to response the category name and use the commands to the currently selected tems, use the checkboxes net to response the category name and use the commands to the currently selected tems, use the checkboxes net to response the category name and use the commands to the currently selected tems, use the checkboxes net to response temperature of the category name and use the commands to the current of the category name and use the commands to the current of the category name and use the commands to the current of the category name and use the commands to the current of the category name and use the commands to the current of the category name and use the commands to the current of the category of th

