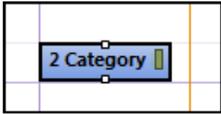
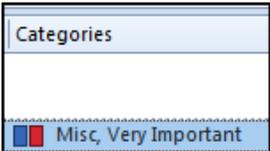


Microsoft Outlook 2013: Categories - Color Coding Emails & Appointments

You can color code your calendar appointments or emails by using colored Categories. For example, you are able to make appointments one color and meetings another color. The color serves as a visual clue for you. Emails can be colorful too using Categories.

Categories are customizable, so you can select names for each category and color. Several Categories can be applied. The first one will be the color of the appointment the second will be a small rectangle within the appointment as shown below on left.

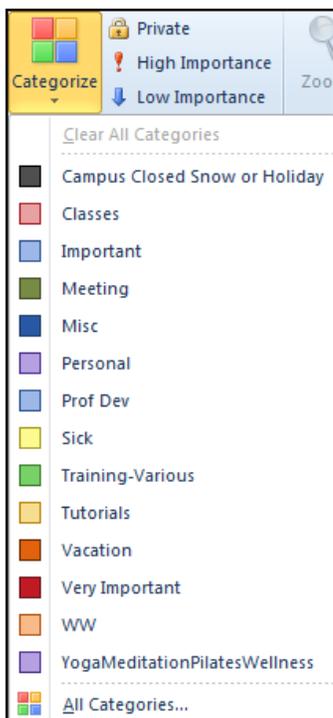
Appointment with 2 Categories	Email with 2 Categories
	
Appointments and Meetings Shown using Colored Categories below	
	

Applying Color by Category

When scheduling in the calendar, it can be helpful to use colors to help remind you of the event. You are able to color whole days to remind you of vacation days, sick days, holidays or you can color a few hours for appointments/meetings. See a week's calendar appointments below:

			Lynda	
	Cardiovascular Risk Screening	Tree House Web Site Editing Training on Ektron Library Lower Level	Power of One Stern 102	
			Academic Serv SC 203 Kelly, David	
			CMS Ektron-Student Worker Library Lower Level	
Microsoft Word 2010 - Headers, Footers, Section & Page Breaks Prof Dev Lab in South College	User Services Staff Meeting Jacob's Room Ellis, Kelly	Makeup-Training Certification Classes L2 Spring 2012 Prof Dev Lab in South College	Project SHARE Warehouse	
			Restorative Yoga Track 1 CPYB	ATS No Parking - Monday 2/21

Tip: I recommend setting up and naming all your Categories. Remember to think about setting up Colors and Category for your emails too. Here is an example of my Categories. Notice I have Very Important and Important colors that I use for my emails. The rest of my type of Categories are used in my Calendar. In the **Home** tab, click on **Categorize**, go under **All Categories** to set them up.



Applying Color by Category: Right Click Option for Appointments

This option is available for Appointments that have already been created.

1. From the Calendar, right click or open the Appointment that you want to categorize, select **Categorize**, and select the desired Category.



2. If you have used this Category before, the Category and color are applied to the Appointment. If you have never used this Category before, the **Rename Category** dialog box appears.



3. If the Rename Category dialog box appears, to proceed without renaming the Category, click **NO**. The color is applied to the Appointment.
If the Rename Category dialog box appears, to rename the Category,
 - a. In the Name text box, type the new name
 - b. Click **YES**. The color is applied to the Appointment and the Category is renamed.
4. To place the Appointment in an additional Category, repeat steps 2-3.
5. To add a Category to an email, right mouse and choose Category. Your list of Categories will appear to select from.

Applying Color by Category: Dialog Box Option for Appointments

This option can be used for new Appointments or ones that have already been created.

1. Create a new Appointment **OR** Double click an existing Appointment to open it. The Appointment dialog box appears.
2. From the Appointment tab, in the Options group, click **Categorize**; select the desired Category or color. If you have used this Category before, the Category and color are applied to the Appointment. If you have never used this Category before, the Rename Category dialog box appears. See example above.
3. If the Rename Category dialog box appears, to proceed without renaming the Category, click **NO**. The color is applied to the Appointment.
If the Rename Category dialog box appears, to rename the Category,
 - a. In the Name text box, type the new name
 - b. Click **YES**. The color is applied to the Appointment and the Category is renamed.
4. To place this Appointment in an additional Category, repeat steps 3-4
5. Click **Save & Close**

Applying Color by Category: Right Click Option for Emails

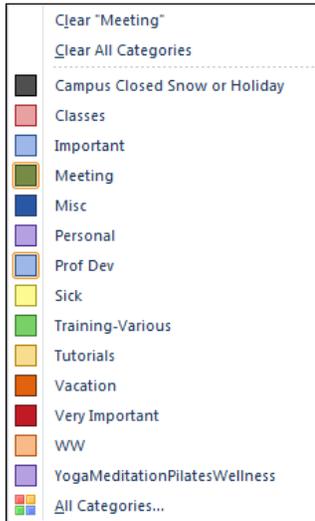
1. With the Email sitting in your Inbox or in another folder, right mouse, under the **Categories** column to find your choices of Categories to select.

Removing Categories

If you no longer want an Appointment/Email to have particular Category, you can remove the color and Category assignment. This will not affect the Appointment/Email or the Category in any way other than removing the display color.

Removing a Category: Right Click Option for Appointments & Emails

1. Right click the **Appointment**, select **Categorize**, choose **Clear all Categories**. If you open the appointment, right click on the Category bar in the appointment. This example appointment has 2 Categories shown below & I clicked on one of them.



2. Right mouse click the **Email** under the **Categories** column and **Clear All Categories**.

