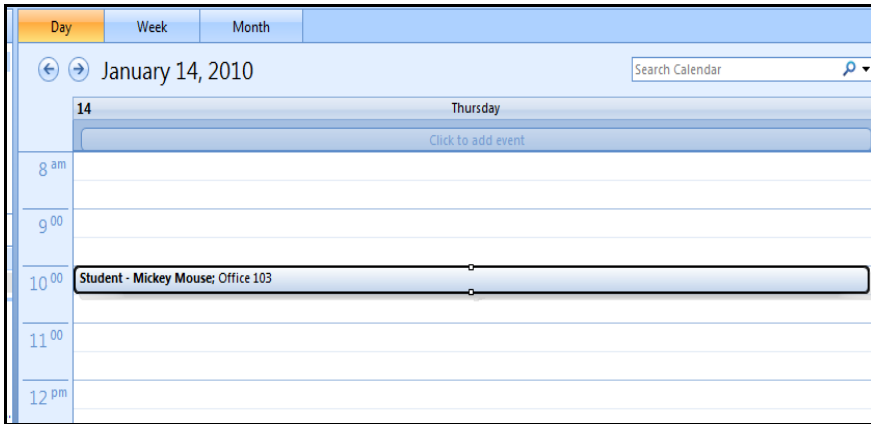


## Automatic Categorizing of an Appointment

### CALENDAR OWNER

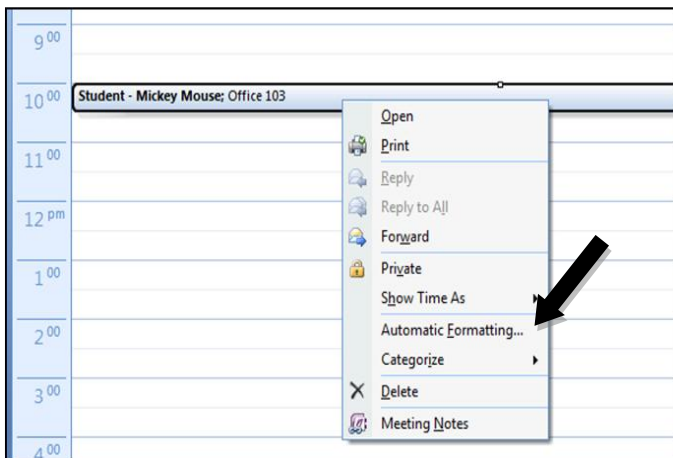
Create an appointment on your calendar

Save and Close

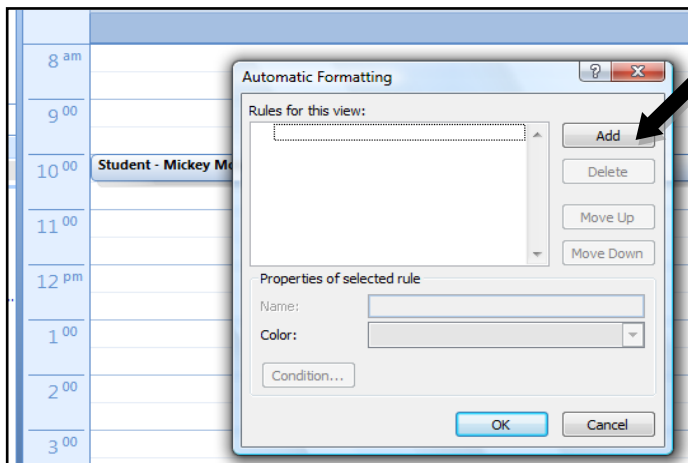


Right click on the appointment

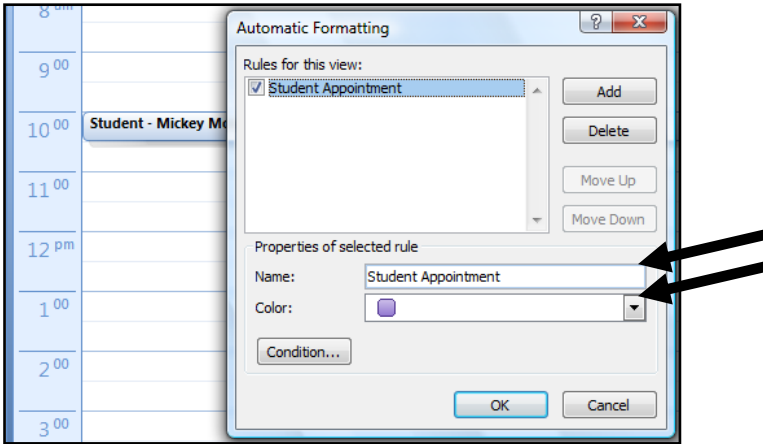
Select AUTOMATIC FORMATTING



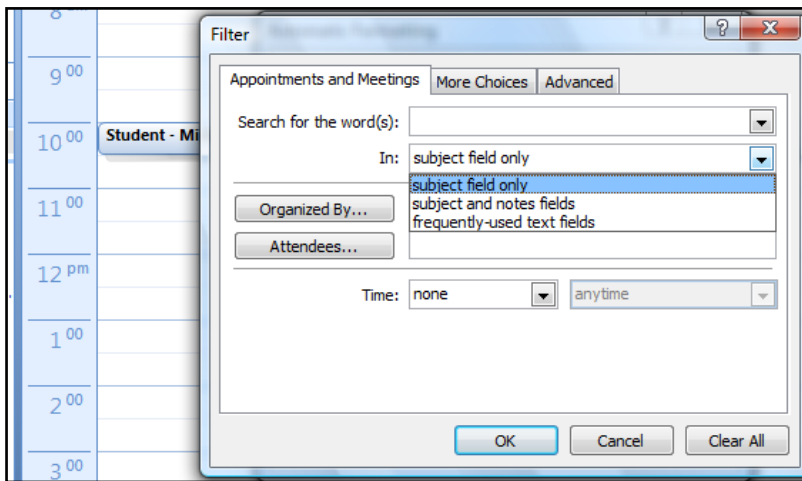
Select ADD



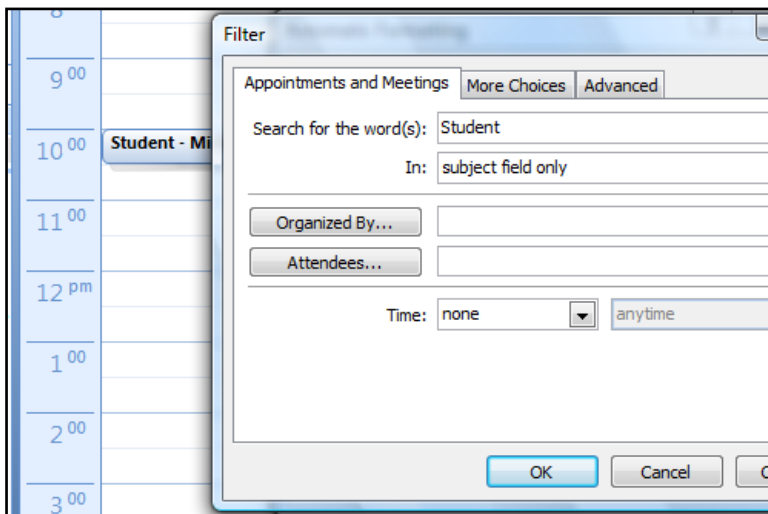
**Enter** a name for your Rule.  
**Select** a color. **Click** “Condition”



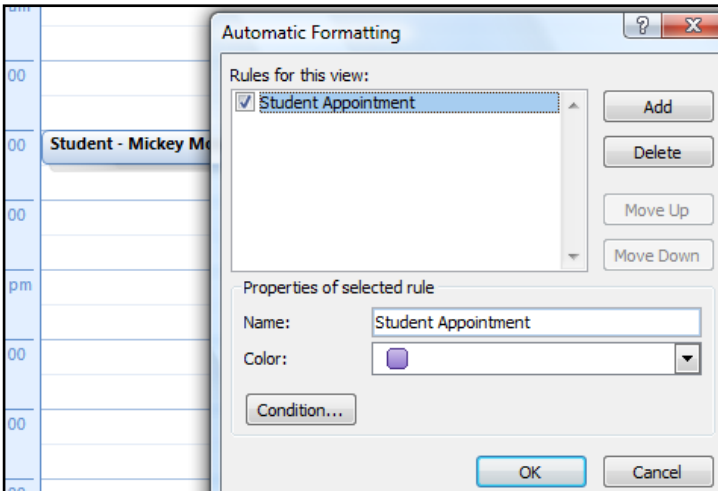
**Select** where to search for your conditional word(s)



In this example we want the key word to be Student, and only when located in the Subject Field. **Click OK**.



Click OK again.



The appointment is now color coded. Any future appointments added to this calendar with the word “student” in the subject line will automatically be color coded.

