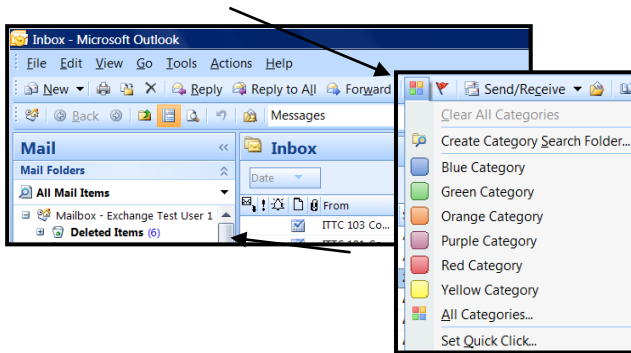


Outlook 2007: Using Categories and Flags

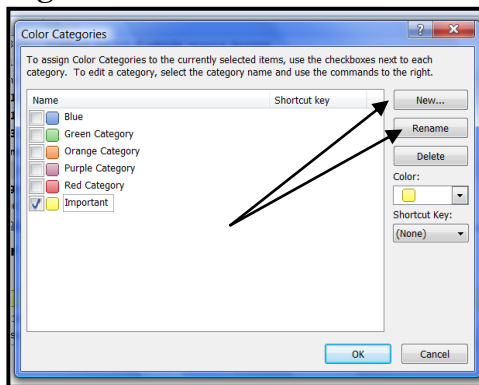
Using Categories

Categories can be used to organize e-mail, contacts, appointments, events, meetings, tasks, etc.

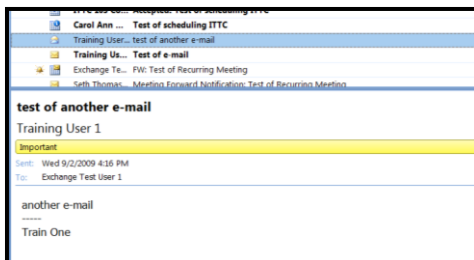
1. Default **Categories** are simple colors. Users can add categories and/or rename them.
2. Find **Categories** in the ribbon and click on it.



3. Select **All Categories** to open the **Color Categories** form.



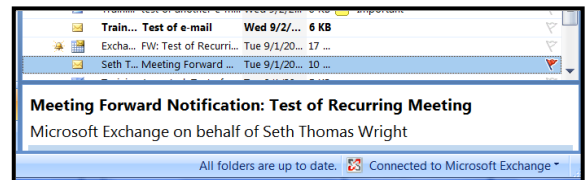
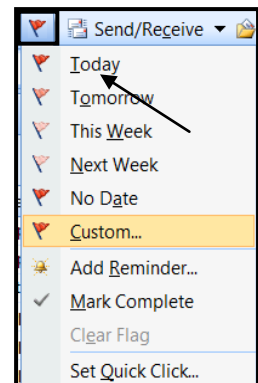
4. **Rename, add, or change colors** on categories to personalize them. Click **OK**.
5. Click a **message** and then a **category** to apply it.



Using Flags

Flags allow users to easily mark items for follow up. Example: A message can be flagged so that it stands out from other messages in the Inbox.

1. To add a **Flag**, click the **Flag** icon on the ribbon or right-click in the **Flag** column at the far right side of the text line in the **Inbox** or **Task** list.



2. **Custom Flags** enables several additional choices. Select **Custom** from the menu above.

