

Using categories and flags in Outlook 2007

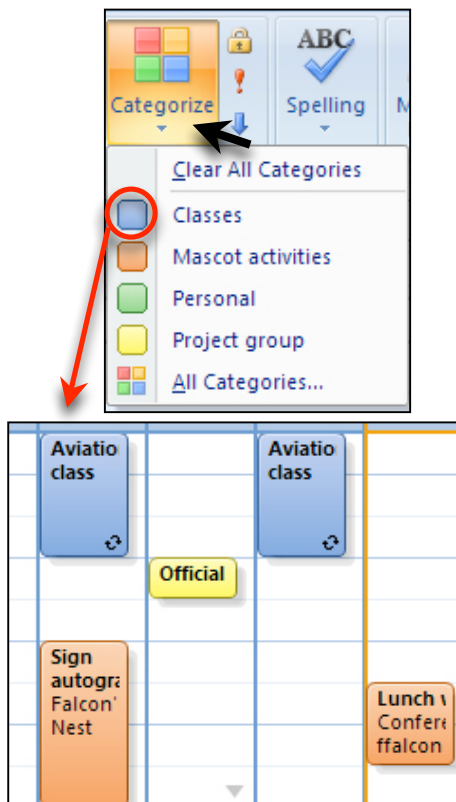
Using categories

You can create categories in Outlook and use them to organize your appointments, events, meetings, tasks, contacts, and even e-mail.

- The default categories are simple colors, but you can rename those categories to make them more meaningful, and add more categories as you need them.

 1. Look for the **Categorize** icon on the ribbon or in the toolbar, depending on the screen you are in.
 2. Select **All Categories** to open the **Color Categories** form.
 3. Rename, add or change colors on categories to personalize them.
 4. Click **OK**.

- Your personal categories will now appear in the menu under the Categorize icon wherever you are in Outlook.
- Click a category to apply it.



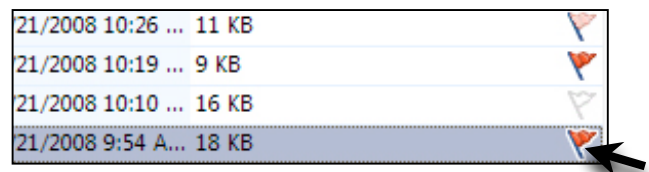
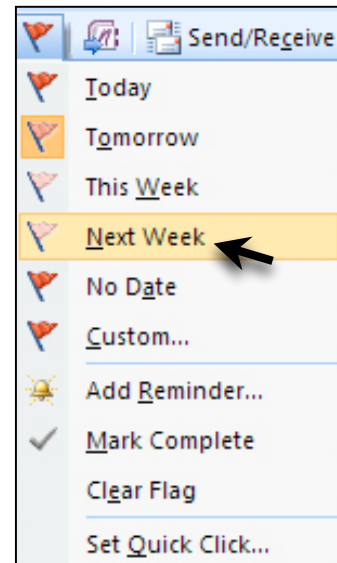
Using flags

Flags allow you to easily mark items that you need to follow up on later. For example, if you receive an e-mail that you can't respond to right away, you can flag it, so that it stands out from the list of other e-mails in your Inbox. You can also flag tasks and contacts.

Adding a flag

To add a flag:

Click the **Flag** icon in the toolbar or the ribbon (depending on where you are in Outlook), or right-click in the **Flag** column at the far right side of the text line in your Inbox or task list.

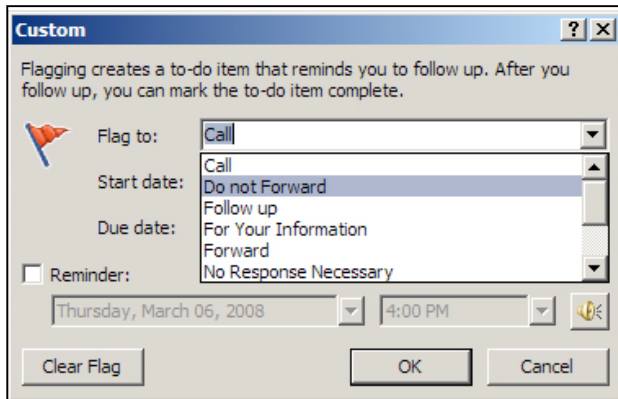


Adding a custom flag

There are several additional flag choices available when you select **Custom...** from the **Flag** menu.

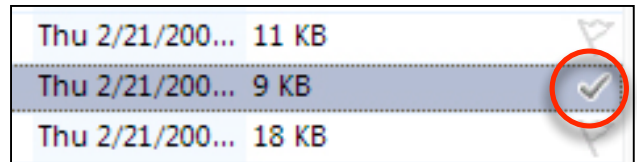


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Clearing a flag

To clear a flag, click on the small **Flag** icon on the text line of the item in your Inbox, To-Do-List, or Contacts; click the **Clear Flag** button in the **Custom** flag form; or select **Clear Flag** from the **Flag** menu.



Adding a flag with a reminder

Flagging allows you to see and sort items that still need attention, but does not automatically set reminders for you. The **Custom...** flag form gives you the option of adding a reminder at the same time you add the flag. Selecting **Add Reminder...** from the **Flag** menu will also bring up the **Custom** flag form, which you can use to add a reminder to an item flagged with a follow-up (non-custom) flag.

