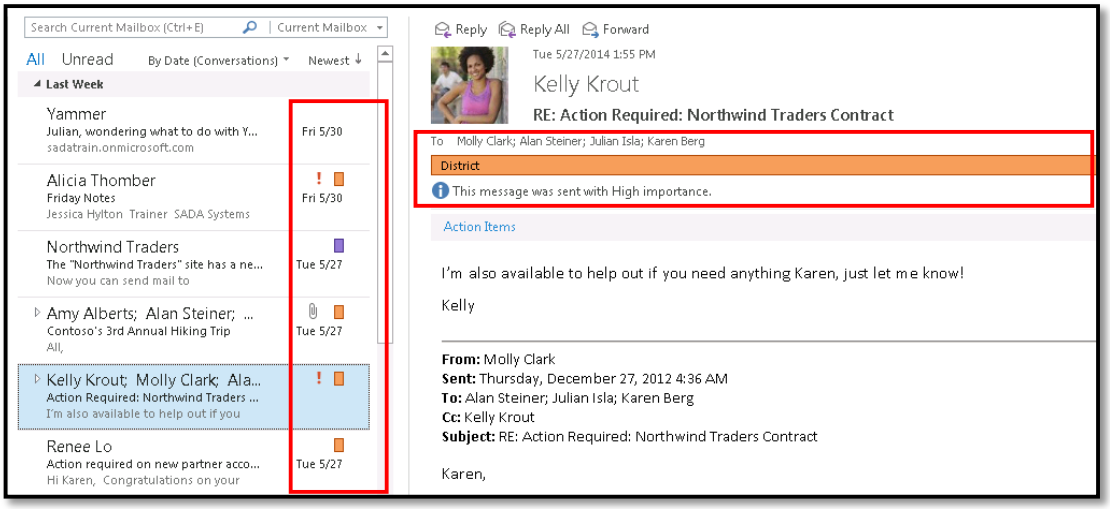
Using Categories

Objective
This document provides instructions on how to use categories in Outlook 2013 (after your LAUSD mailbox has migrated to Office 365).

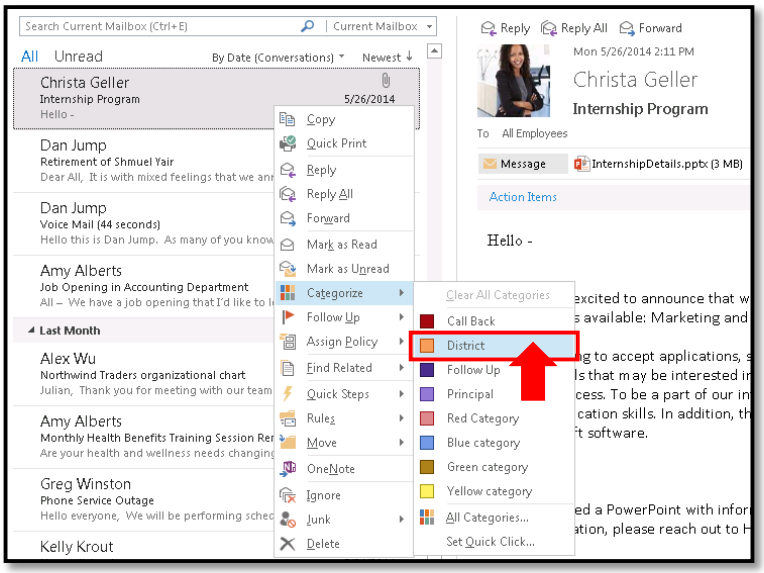
Part 1 – What are Categories?
Categories apply color to items in your Mail, Calendar, People, Tasks, and Notes. In other words, you use categories to label your messages and related items, so that you can organize and track them quickly.

Categories appear in Mail as colored boxes in the Message List and colored bars in the Reading Pane. For example, you could categorize all District communications in orange and those from your Principal in purple.



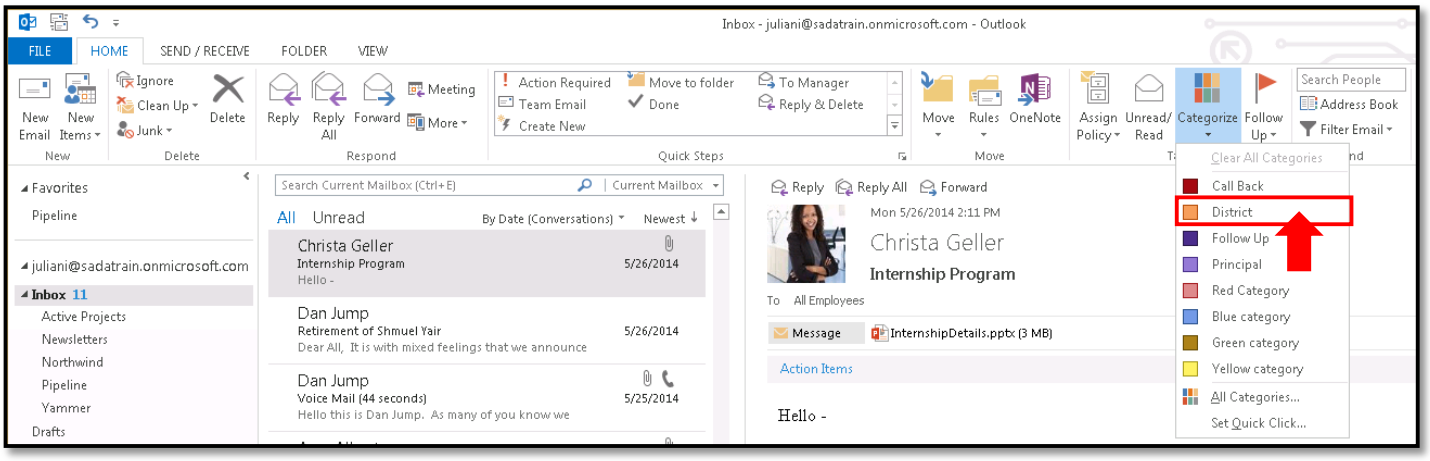
Part 2 – Apply Categories to Mail
1. Select one or more messages that you'd like to categorize.

2. Right-click a selected message, click **Categorize,** and select the category you'd like to apply.



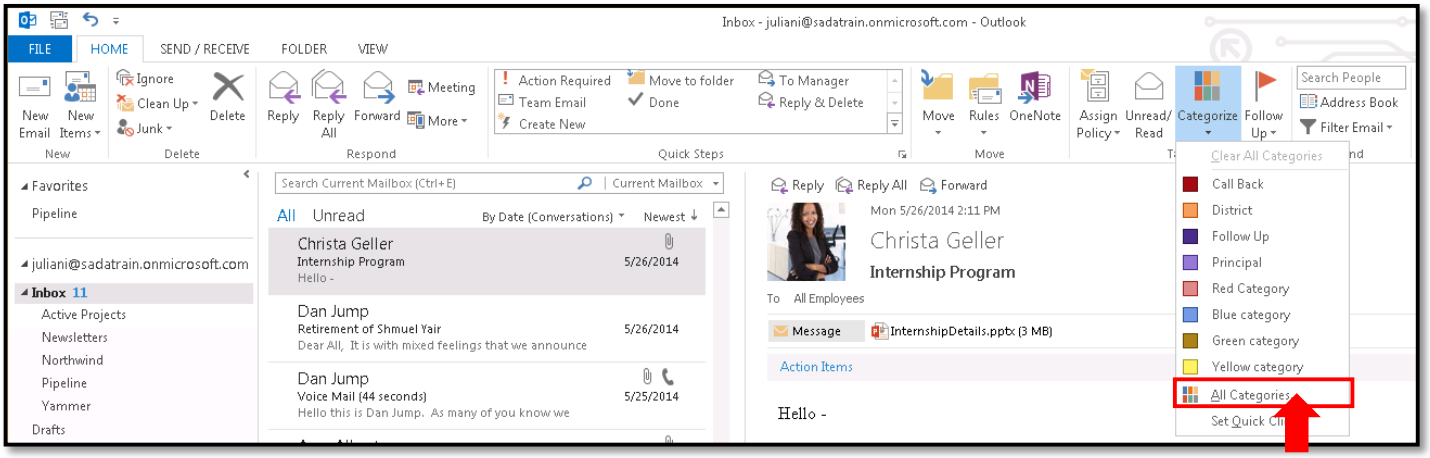
To add or remove categories, repeat steps 1-2.

You can also access the **Categorize** menu from the Home tab in the top left corner to apply categories.

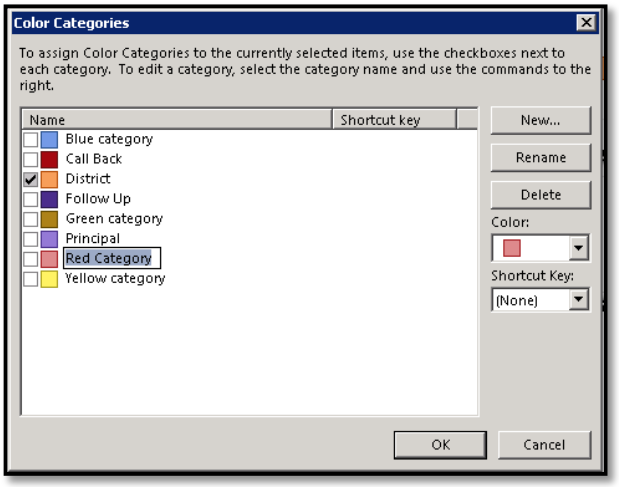


Part 3 – Edit a Category

1. Select the Home tab in the top left corner, click **Categorize**, and select **All Categories**.



2. This opens the Color Categories window. Select the category you'd like to edit.



3. To rename the category, click **Rename**, type the new name, and press **Enter**.

4. To change the color of the category, click the **Color** menu, and select the new color.

5. Click **OK** to save your changes.

Part 4 – Apply Categories to Other Outlook Items

The Categorize menu is available throughout Outlook, either on the Home tab or via the right-click menu. This allows you to label related items in these views:

- Appointments and Meetings in Calendar
- Contacts and Contact Groups in People
- Tasks
- Notes