



Using Categories in Outlook Web App

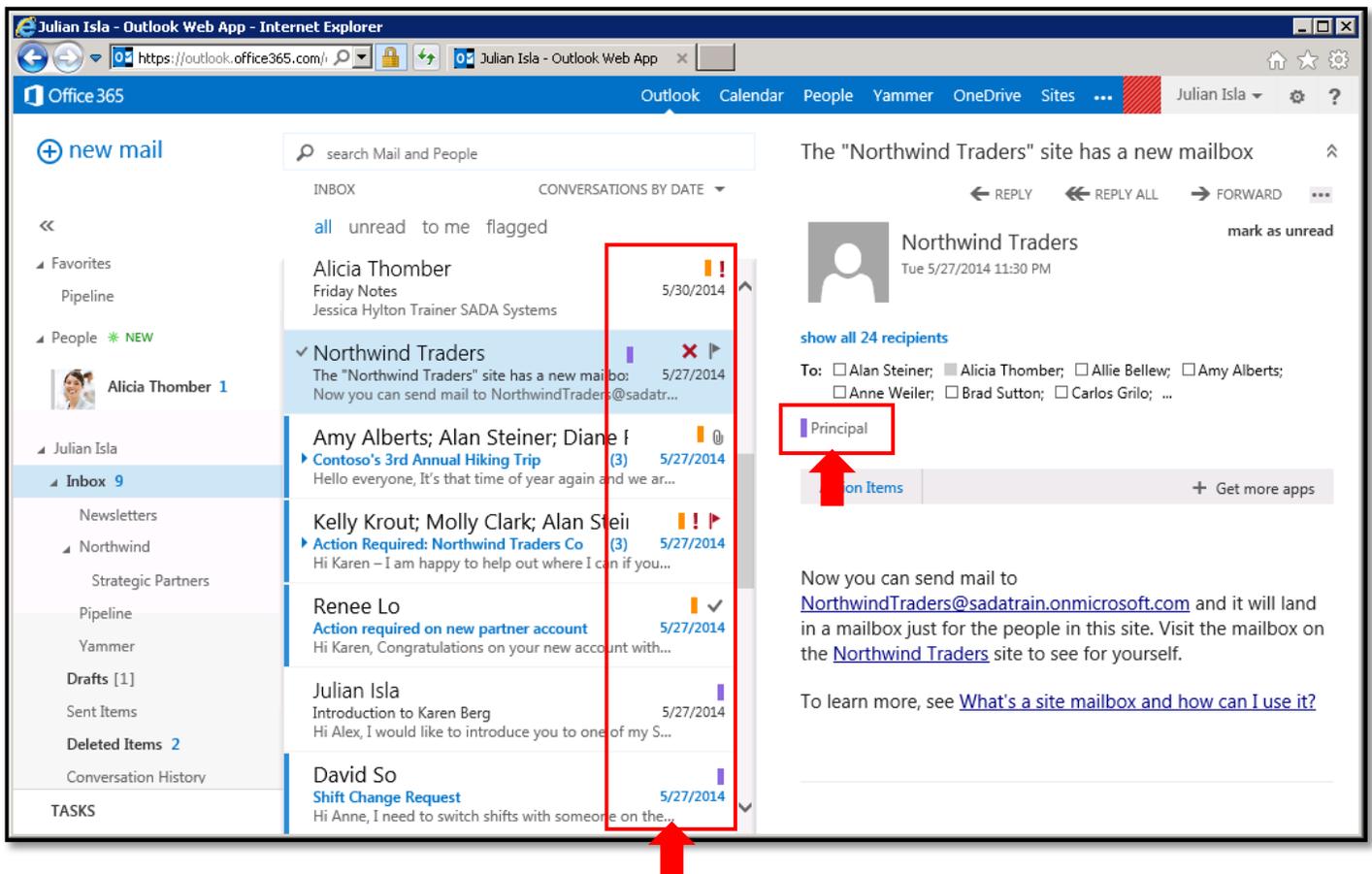
Objective

This document provides instructions on how to use categories in the Outlook Web App (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.

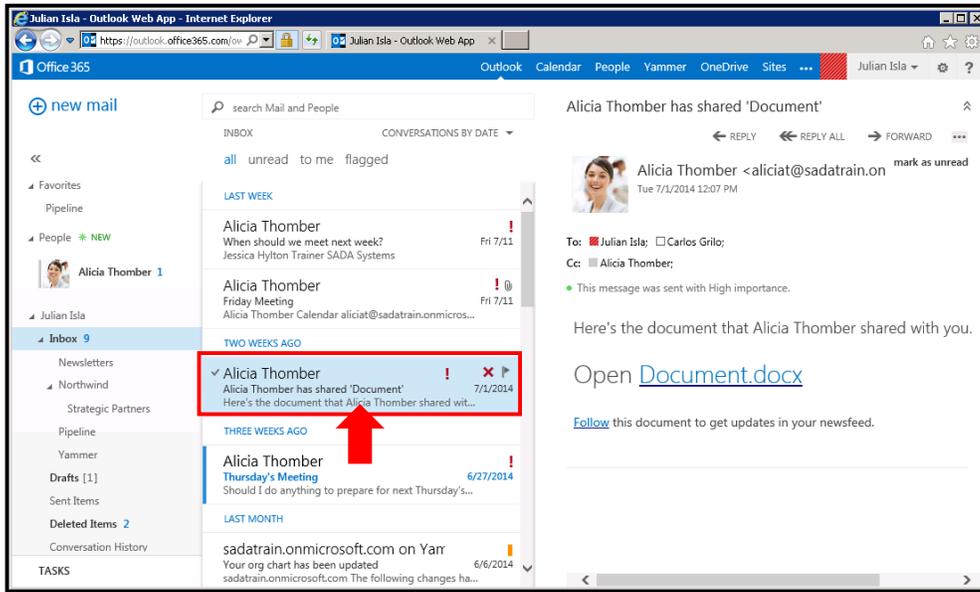
Categories appear in the Outlook Web App as colored boxes in the Message List and the Reading Pane. For example, you could categorize all District communications in orange and those from your Principal in purple.



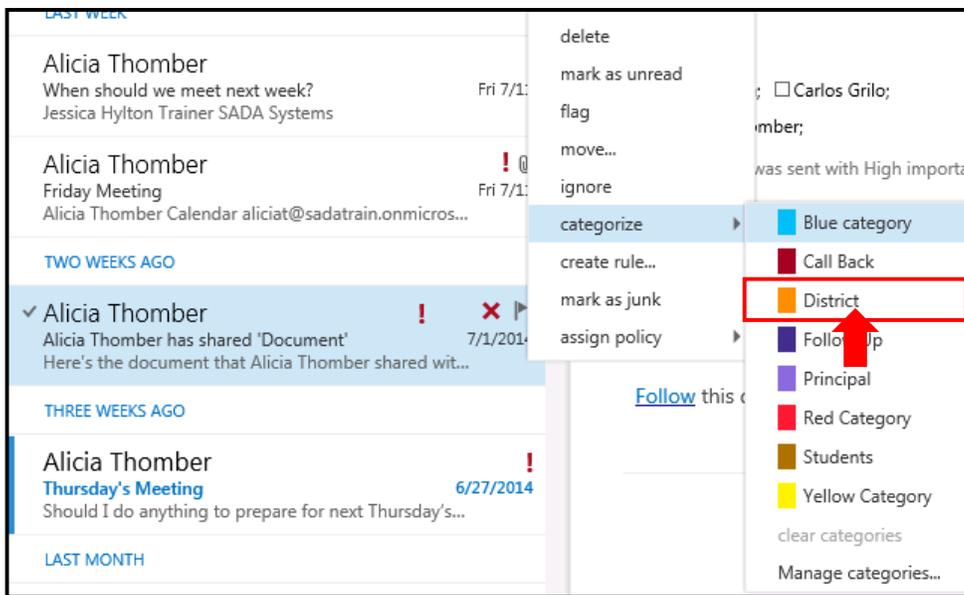
Part 2 – Apply Categories to Mail

1. Sign in to your Office 365 account at <http://mailbox.lausd.net> with your email address and password.

2. Select one or more messages that you'd like to categorize.



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



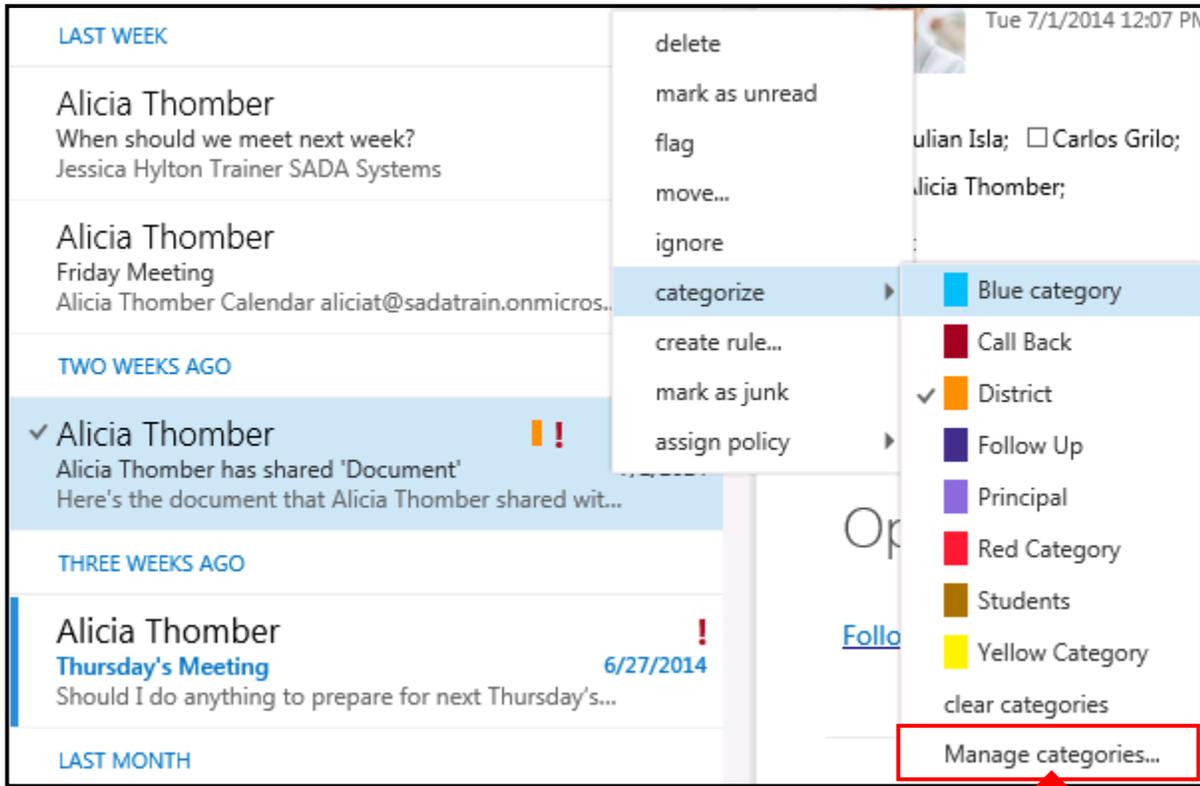
4. The category is applied to the message.



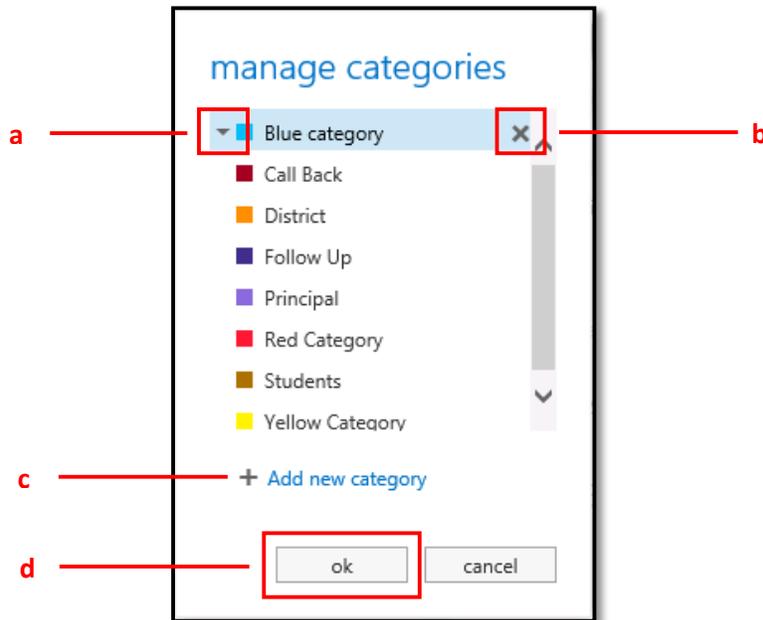
To add or remove categories, repeat steps 2-3.

Part 3 - Edit a Category

1. Right-click a selected message, click **categorize**, and select **Manage categories**.



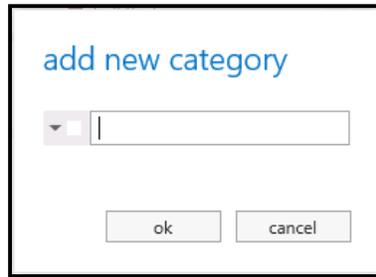
2. This opens the **manage categories** screen.



a. To change the color of a category, click the drop-down arrow and select another color.

b. To remove a category, click the x to the right of the category.

- c. To create a category, click **Add new category**. This opens the add new category screen. Type a name for the category in the text field, select a color with the drop-down menu, then click **ok**.

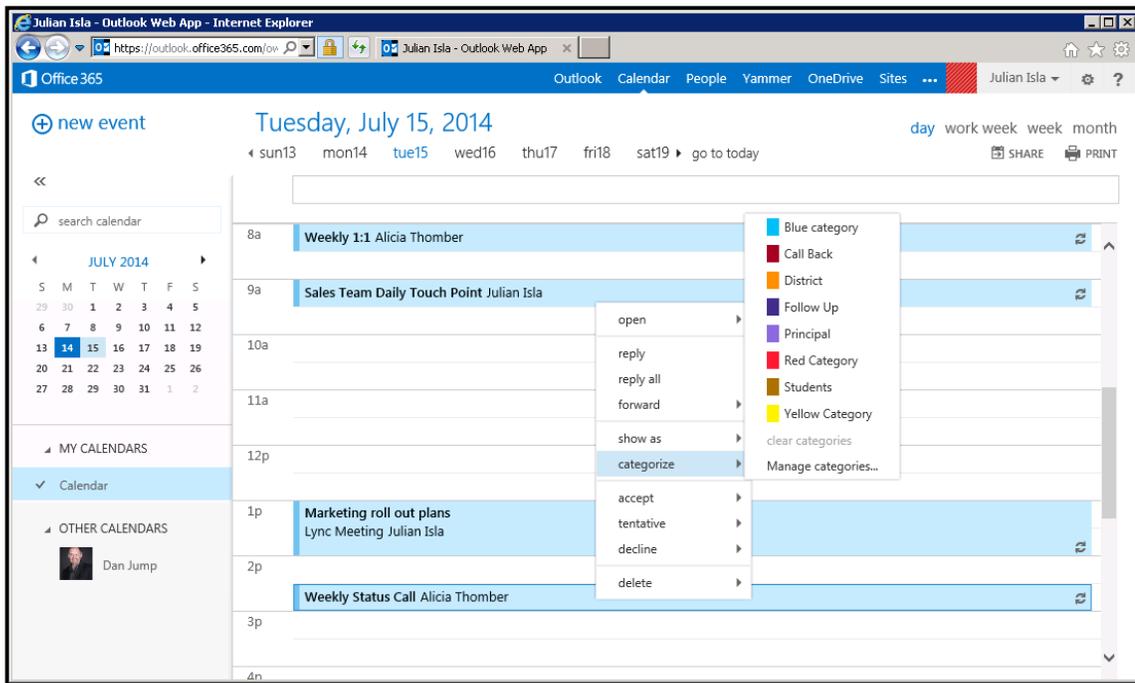


- d. Click **ok** to save your changes.

Part 4 – Apply Categories to Other Items in Outlook Web App

The categorize menu is available in all views except People. Simply right-click an item to view it.

Categorizing Appointments and Meetings in Calendar:



Categorizing Tasks:

The screenshot shows the Outlook Web App interface for tasks. The left sidebar displays a list of tasks, including "Sign up for IT training class", "RE: Action Required: Northwind Trad", "Follow up", "Prepare for staff meeting", and "Create an Excel Survey". The "Follow up" task is selected, and a context menu is open over it, showing the "categorize" option. The context menu lists various categories: Blue category, Call Back, District, Follow Up, Principal, Red Category, Students, and Yellow Category. The main pane shows details for the "Follow up" task, including its due date (Thursday, June 26, 2014), status (Not started), and priority (Normal).

Categorizing Notes:

The screenshot shows the Outlook Web App interface for notes. The left sidebar displays a list of notes, including "Outlook Web App" and "Meeting 5/29/14". The "Outlook Web App" note is selected, and a context menu is open over it, showing the "categorize" option. The context menu lists various categories: Blue category, Call Back, District, Follow Up, Principal, Red Category, Students, and Yellow Category. The main pane shows details for the "Outlook Web App" note, including its date (Mon 7/7/2014 3:36 PM) and subject (Notes).