

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 <u>http://mailbox.lausd.net</u> 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.

TWO WEEKS AGO			a the
 ✓ Alicia Thomber Alicia Thomber has shared 'Document' ✓ I / 1/201 Here's the document that Alicia Thomber shared wit 		× ► 7/1/2014	To: W Julian Isla; Carlos Grilo; Cc: Alicia Thomber;
THREE WEEKS AGO			Distict

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.

LAST WEEK	delete		Tue 7/1/2014 12:07 PN		
Alicia Thomber	mark as u	nread			
When should we meet next week?	flag		ulian Isla; 🛛 Carlos Grilo;		
Jessica Hylton Hainer SADA Systems	move		Jicia Thomber;		
Alicia Thomber	ignore				
Friday Meeting Alicia Thomber Calendar aliciat@sadatrain.onmicros.	categorize		Blue category		
TWO WEEKS AGO	create rule		Call Back		
THO WELKS AGO	mark as junk		✓ District		
✓ Alicia Thomber	assign policy 🔹 🕨		Follow Up		
Alicia Thomber has shared 'Document' Here's the document that Alicia Thomber shared wit		0	Principal		
THREE WEEKS AGO		Op	Red Category		
			Students		
Alicia Inomber Thursday's Meeting 6/	/27/2014	<u>Follo</u>	Yellow Category		
Should I do anything to prepare for next Thursday's			clear categories		
LAST MONTH			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.

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Office 365	Outlook Calendar People Yammer OneDrive Sites J	ulian Isla 👻 🤹 ?
⊕ new event	Tuesday, July 15, 2014 day work with a sun13 mon14 tue15 wed16 thu17 fri18 sat19 • go to today	eek week month 🖻 Share 🖷 PRINT
search calendar	8a Weekly 1:1 Alicia Thomber Blue category Call Back	¢ 🔨
S M T W T F S 29 30 1 2 3 4 5 6 7 8 9 10 11 12	9a Sales Team Daily Touch Point Julian Isla District Follow Up	Q
13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2	10a reply Red Category 11a forward Students	
MY CALENDARS	12p categorize Vellow Categories categorize Manage categories	
Calendar OTHER CALENDARS	1p Marketing roll out plans tentative Lync Meeting Julian Isla decline	3
Dan Jump	2p delete delete	g
	3p	~

Categorizing Appointments and Meetings in Calendar:

Categorizing Tasks:

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Office 365	.omce365.com/ow D 🔄 🧰 😽 📴 Julian Isla - Outdook we		k Calendar	People	Yammer	OneDrive	Sites		Julian Isla 👻	60 53 ©	? ?
end{task} end{task} end{task} end{tasks} en	all active overdue completed FLAGGED ITEMS AND TASKS ITEMS BY DUE DATE NONE	Fo	ollow up This task is ov	erdue.				₽ EDIT	COMPLETE		^
Flagged Items and Tasks Tasks	Sign up for IT training class No due date THREE WEEKS AGO RE: Action Required: Northwind Trad Wednesday, June 25, 2014 ✓ Follow up Thursday, June 26, 2014 Y Follow up Thursday, June 26, 2014 Over Prepare for staff meeting Friday, June 27, 2014 Oreate an Excel Survey Friday, June 27, 2014	D St St St St St Court Categ P O Categ Categ Categ Co Categ Categ Co Categ Co Categ Categ Categ Co Categ Categ Categ Co Categ Categ	ue: Thursd atus: complete: art date: iority: tate.complete: orize wrier: tal work: ttual work: ttual work: ileage: lileige: lileige: lileige: hu 6/26/2014] Mark Private	Not star None None Ju 0 0 None Ju 0 0 N N 1 1 1 1 1 1 1 1 1 1 1 1 1	e 26, 2014 tted Blue catego Call Back District Follow Up Principal Red Catego Students Yellow Cate ear categorie lanage catego	ry gory s sries					*

Categorizing Notes:

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Office 365	Outlook Calendar People Yammer OneDrive Sites 🚥 💋 Julian Isla 🗕 👩 ?
⊕ new mail	Search Mail and People Outlook Web App
	NOTES ITEMS BY DATE ▼
«	all unread to me flagged mark as unread
∡ Julian Isla	LAST WEEK
⊿ Inbox 9	✓ □ X ►
Newsletters	Outlook Web App Mon 7/7 • To help protect your privacy, some content in this message has been blocked. To Outlook Web App http://optal.microsoftonline.com
Northwind	delete w content from this sender click here.
Strategic Partners	LAST MONTH mark as unread
Pipeline	flag App
Yammer	Meeting 5/29/14 Designate new lead Revise project pla move microsoftonline.com
Drafts [1]	categorize Blue category
Sent Items	create rule Call Back
Deleted Items 2	mark as junk District
Conversation History	assign policy Follow Up
Junk Email	Principal
Notes [2]	Red Category
RSS Feeds	Students
In-Place Archive - Julian Isla	Yellow Category
	clear categories
TASKS	Manage categories