

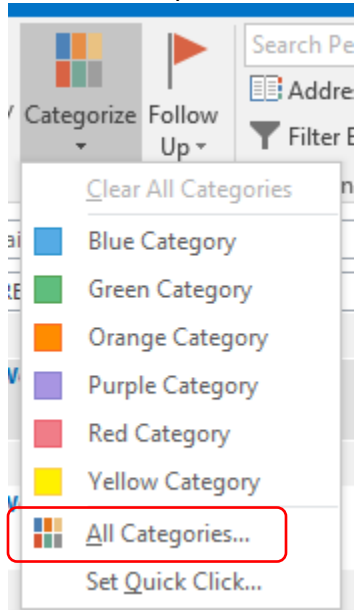
Outlook 2016: Using Categories

Categories can make it easier to find and organize your messages. Applying a category is much like moving a message to a folder, but with one important difference: You can apply **multiple categories** to any message. For example, if you received a message about an **upcoming hunting season meeting**, you could apply both the **Hunting Season** and **Meetings** categories. Categories are designed to work any way you want – it's easy to **rename categories**, choose new category **colors**, and even **create new categories**.

Customizing Categories

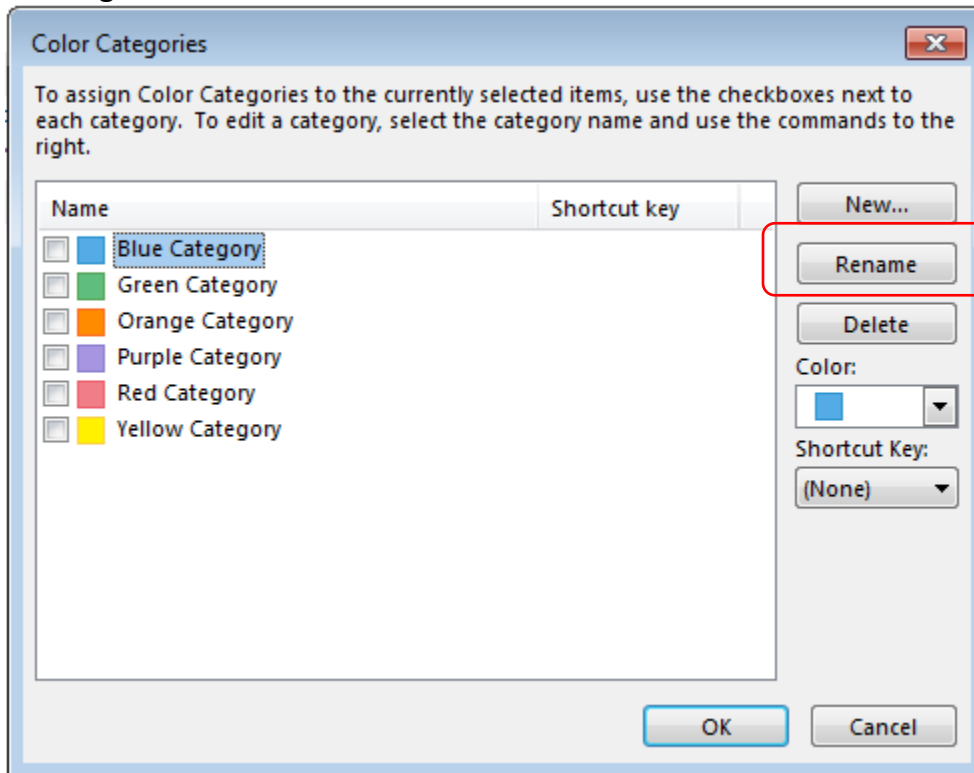
Outlook 2016 has **six default categories**, which are named according to their colors. You may want to customize the category names before you start using them to organize your messages.

1. Locate and select the **Categorize** command on the **Ribbon**, then select **All Categories...** from the drop-down menu.



2. The **Color Categories dialog box** will appear.

3. Select the desired category, then click the **Rename button**. In this example, we'll rename one of the default categories to help organize message about upcoming **staff meetings**.



4. Type the **new name** for the category. You can also select a **new color** if you prefer. Once you are satisfied with the changes, click **OK**.
5. The **customized category** will appear in the categories list.

