


# Color Categories in Outlook 2010


Color Categories give you a quick, visual way to customize items and to distinguish items from one another, making it easy to locate information. Suppose, for instance, that you want to assign a color category to all items related to a certain project. You can add the same color category to e-mail, calendar, and task items so that you can easily locate all items from that project at a glance. When you need to find the information later, you can search and sort by Color Categories to quickly and visually identify what you are looking for.

## Organize with colored categories

### To assign a color category in Outlook 2010

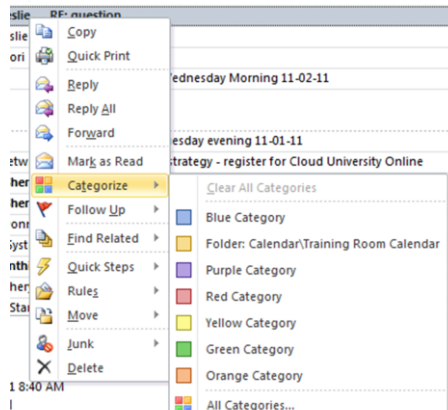
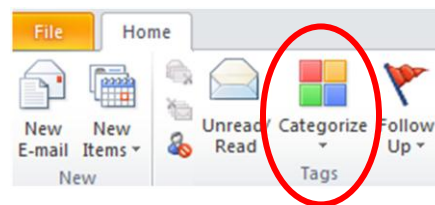
1. On the Home tab, in the Tags group, click **Categorize**  then click a color category.

Or

Right-click the item, point to **Categorize**  on the shortcut menu, then click a color category.



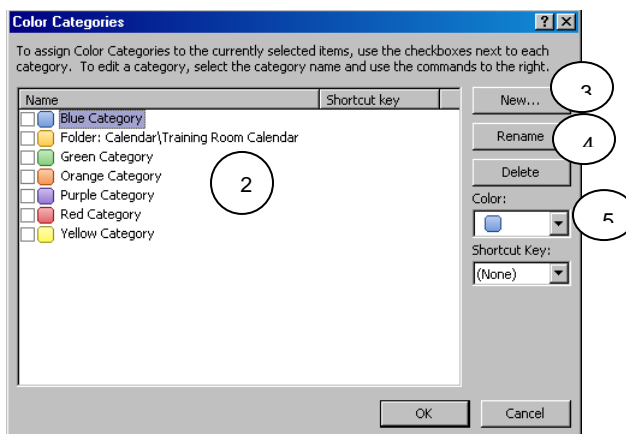
Only the 15 most recently used color categories appear on the **Categorize** menu. To see a list, click **All Categories** on the Categorize menu.



### To create, rename a category or change its color

1. Select the item, click **Categorize**  on the home tab, then click **All Categories**.

The color category window will appear.



2. Select the category that you want to change and do one or both of the following:
3. To create a new color category, click the **New** button, name the color category, select the color and click **OK**.
4. To rename it, click the **Rename** button and type the new name.
5. To change its color, click the arrow next to **Color** and select the new color.
6. Click **OK**.

