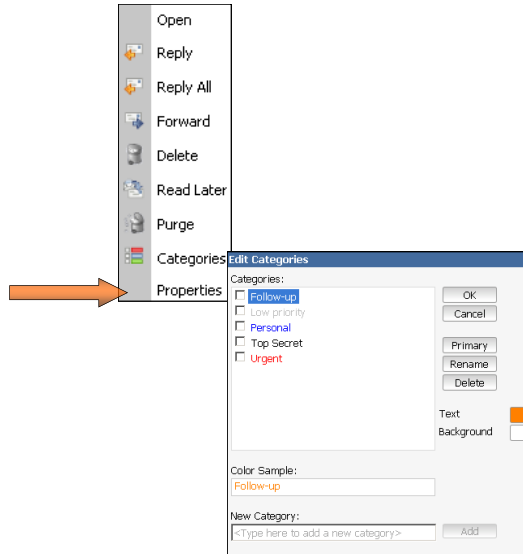


To assign a category to a message, appointment, task, note, or contact:

- Right-click the item.
- Click **Categories**.
- Select a category from the available list.
- Click **OK**.



To create a new Category:

- Right-click the item.
- Click **Categories**.
- Type the name of the new category in the **New Category** box.
- Click **Add**, to the right of the **New Category** box, it will then appear in the **Categories** list.
- Edit the **Text** and **Background** color by clicking the boxes to the right of them.
- Click **OK**.

