Lesson 11 Organizing Messages

It is important to organize your messages into folders, especially in a useless environment. This way it is easier to track your mails for the different departments and companies.

Flagging a Message for Follow-up

Flagging messages is an easy way to remind yourself to follow up an important e-Mail or text**. When you flag, a small icon appears next to the message, and a copy of the new message is added to your To-Do-List.**

Flagging a message is very simple.

1. *Click* the **Mail** button in the **Navigation Bar**. The *Inbox* appears**.**
2. *Click* the **Flag** icon of the message you want to flag. The default flag- the **Today flag**- is applied to the message and a copy of the message is added to your **To-Do-List**.

   Change Flags

   The default flag is the Today flag, but there are several others from which to choose .

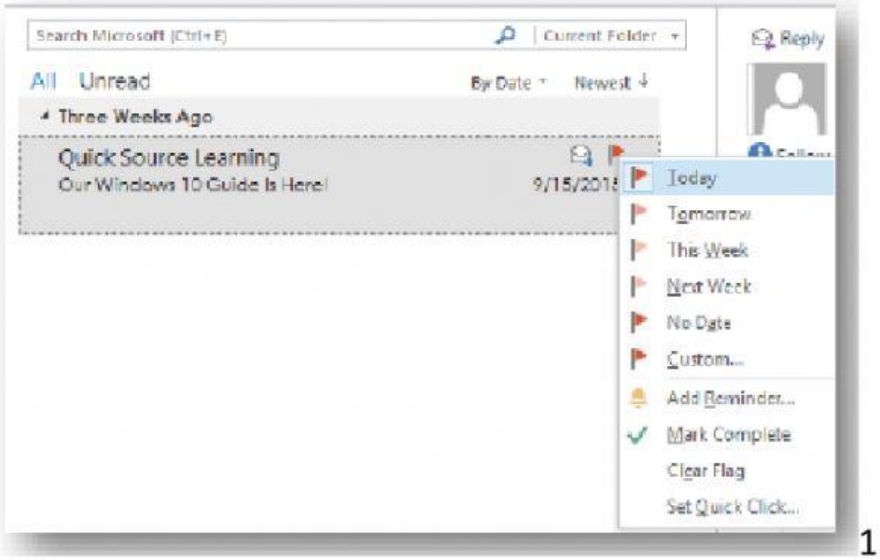
   1. *Click* the message containing the **flag** you wish to change. You can also *right click* the flag you wish to change and

      select a new flag from the contextual menu.

      2. Click the HOME tab on the Ribbon and click the Follow Up button in the Tags group. A list of flags appear.

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3. *Select* a **flag** from the list.**1**



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Description of the flags:

Flag	Start date	Due Date
Today	Current Date	Current Date
Tomorrow	Current date plus one day	Current date plus one day
This Week	Current date plus two days, but no later than the last work day of this week	Last work day of this week
Next Week	First work day of next week	Last work day of next week
No Date	No date	No date
Custom	Current date is displayed; choose a custom date if desired	Current date is displayed; choose a custom date if desired

Remove a Flag

Once you have followed up on a flagged message, you can remove the flag or mark it completed.

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1.*Right-click* the **flag** you want to remove.

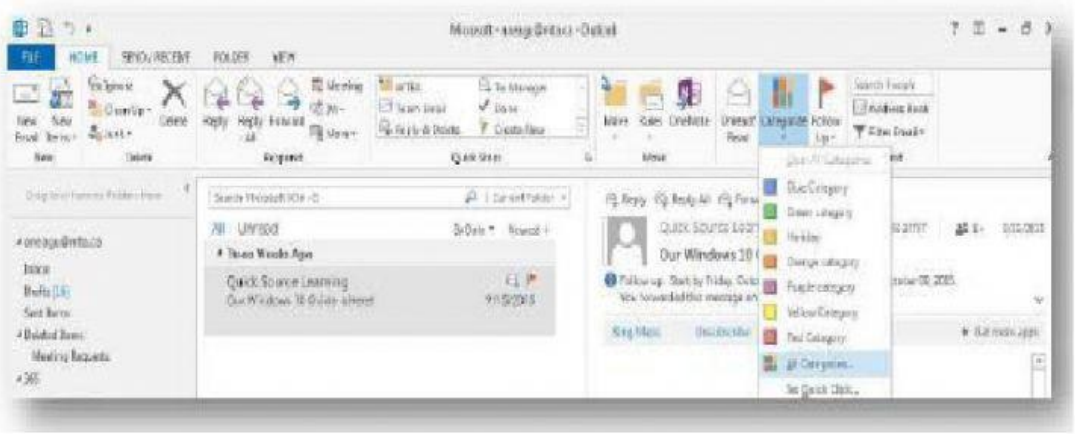
2. *Select* **Mark Complete** or **Clear Flag** from the contextual menu.

Using Color Categories

Color categories let you organise your Outlook items into specific groups, making the information they contain easier to distinguish. You can choose from a set of default categories, or you can create your own.

Assign a Color Category

1. *Click* the **Mail** button in the **Navigation Bar**. The *Inbox* appears.
2. *Select* the **message** you wish to categorize.
3. *Click* the **Home** tab on the **Ribbon** and *click* the **Categories** button in the **Tags** group. A list of categories appears.
4. *Select* a category from the list. The selected category is applied to the message.**2**



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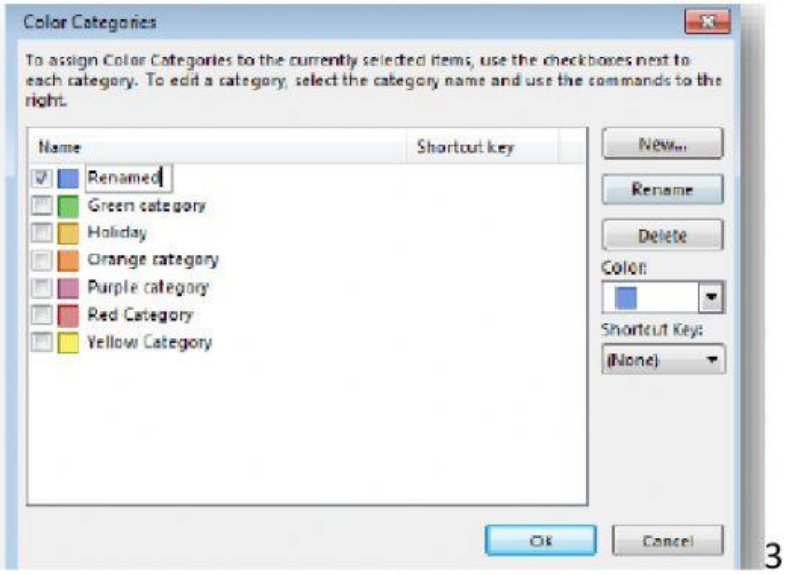
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You can assign multiple categories to one message.

Renaming a Category

Outlook includes several color categories such as the "Red Category" or "Blue Category". You can rename these categories to meet your needs.

1. *Click* the **Mail** button in the **Navigation Bar**.The **Inbox** appears.
2. *Click* the **HOME** tab on the *Ribbon* and *click* the **Categories** button in the **Tags** group. A list of options appears.**3**



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3. *Select* **All Categories** from the list. The **Color Categories** dialog box appears.
4. Click the color category you wish to rename and click Rename. The color category name becomes editable.
5. *Type* a **new name** for the category and *click* **OK** when you're finished. The category is renamed.

Create a New Category

Outlook may contain default categories,but you can create your own to better suit what you need.

1.*Select* **All Categories** from the list. The *Color Categories* dialog box appears.

2. *Click* N**ew.**The *Add New Category* dialog box appears. Here you can name the category,assign a new color,or create a keystroke shortcut.

3. *Set* the properties of the new category and *click* **OK.** The **new category** is added to the list of categories.**4**



Clear a Category

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If you decide you don't want to categorize a message after all, you can clear the category.*Right-click* the message from which you wish to clear categories and select *Clear All Categories*.

Questions

1. **Why is it important to categorize your messages?**

2. **How do you create your own category?**

3. **Why do you flag a message?**

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