

## **LESSON 181**

### **USING CATEGORIES IN M/S OUTLOOK**

Microsoft Outlook helps you organize and maintain information about your contacts, the people and businesses you keep in touch with. Using the Categories feature of Outlook makes keeping track of all that information even easier.

Categories allow you to group various contacts together to make finding those contact easier. Outlook allows you to maintain multiple categories per contact entry.

#### **Here's how it works.**

From within contacts in Outlook, click on Edit and then on Categories. You can now click on any of the categories contained in the Category list. There are about 20 predefined categories on the Master Category list, and Outlook lets you create new categories. It's easy. Just click on the Master Category List button, type in a new category and click on the Add button. Click OK when you have finished.

To locate the categories list while you are in an open contact, click the Categories button in the lower right side of the open contact window.

To find contacts within a category, click on Tools and then on Find. In the Look for: box type the name of the category you're looking for. Click OK.

