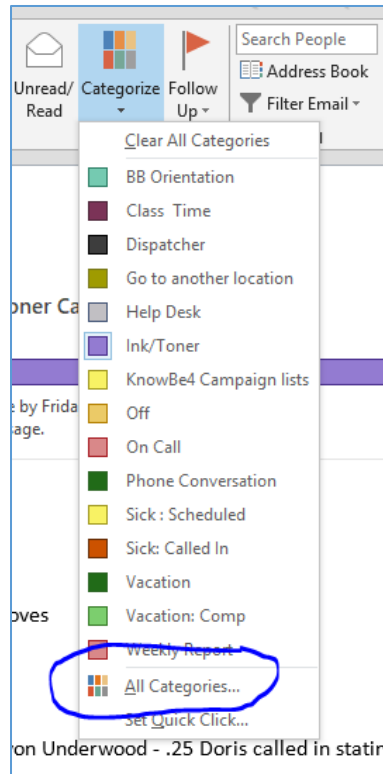
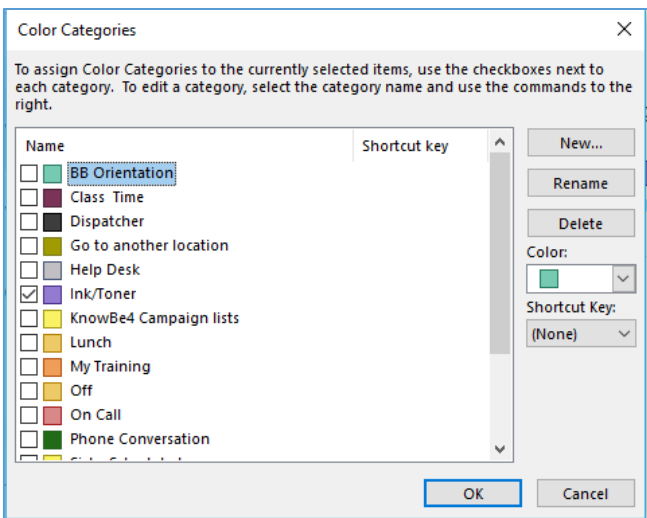




## Color Coding on Calendar/Email

I am a visual processor so when I see colors on my calendar I immediately know the category and can determine my schedule at a glance. To create a category, go to Categorize on the ribbon...

If I want to create new categories or rename on select All Categories... here is what you can change, select, and rename them in a way that makes sense to you.



You can use these categories in your mail and your calendar. I can quickly see class times and out of office times at a glance. Have fun...DSG

