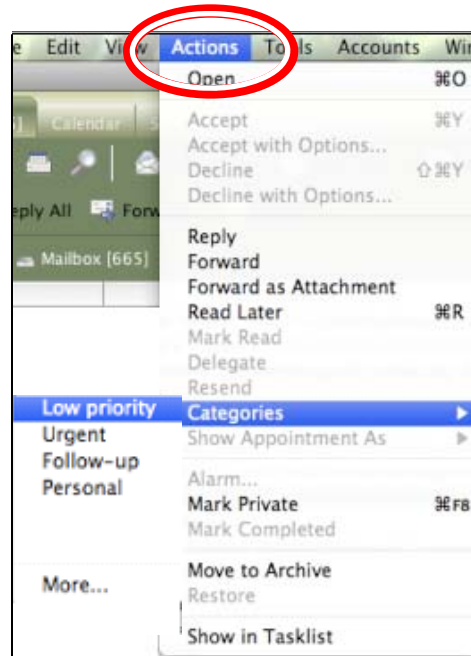


To assign a category to a message, appointment, task, note, or contact:

- Click **Actions** on the drop-down menu bar.
- Click **Categories**.
- Select a **category** from the available list. The selected category will be applied automatically.



To create a new **Category**:

- Click **Actions** on the drop-down menu bar.
- Click **Categories**.
- Click **More..**
- 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**.

