

## Email Categories

### Categorizing Email


Emails may be categorized as desired.

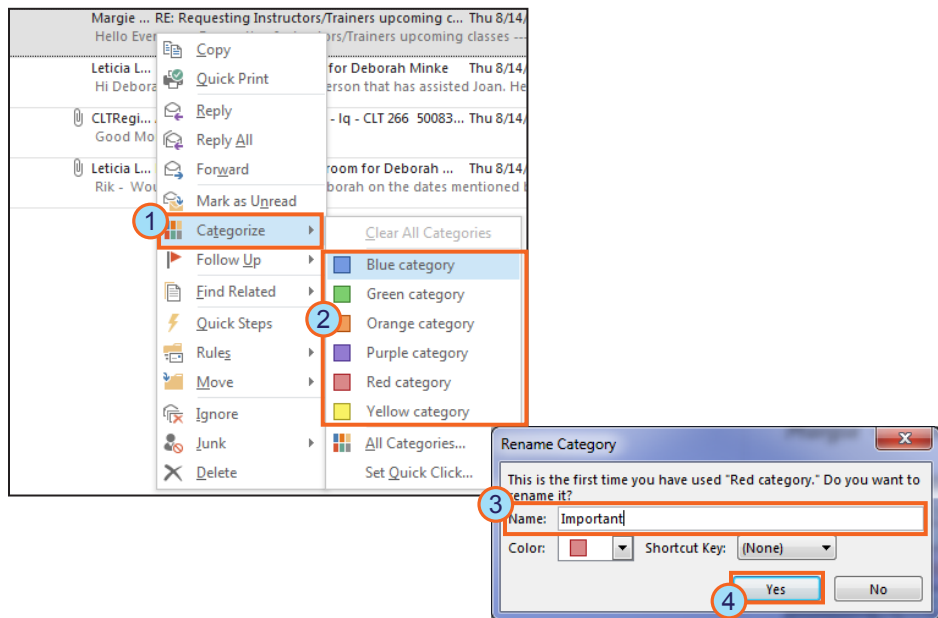
1. **Right-click** the **email** you wish to categorize and then **select Categorize**.
2. **Select the Category** to assign to this email.

*If the selected category has not been previously used, then you are prompted to name the category. If it has been used previously, then the email is categorized as selected.*

3. **Enter a name** for the category.
4. **Click the Yes** button.

*The email displays the selected category.*

 **Tip:** Repeat this process to assign multiple categories to the email.




### Removing Categories

Email categories may be removed at any time.

1. **Right-click** the **email** you wish to de-categorize and then **select Categorize**.
2. **Select Clear All Categories** to remove all categories.

*All categories are removed from the email.*

 **Tip:** To clear a single category, select the individual category to be removed from the email.

