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.