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.