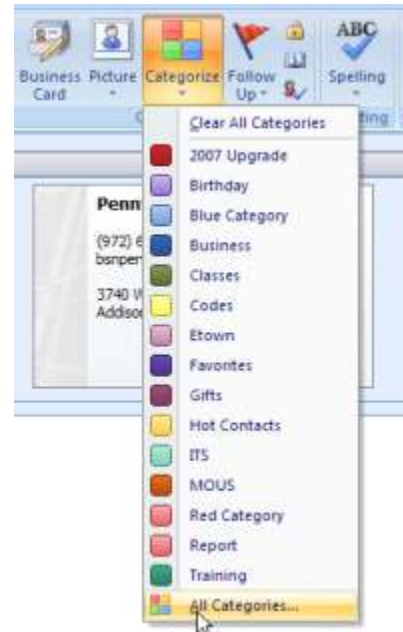
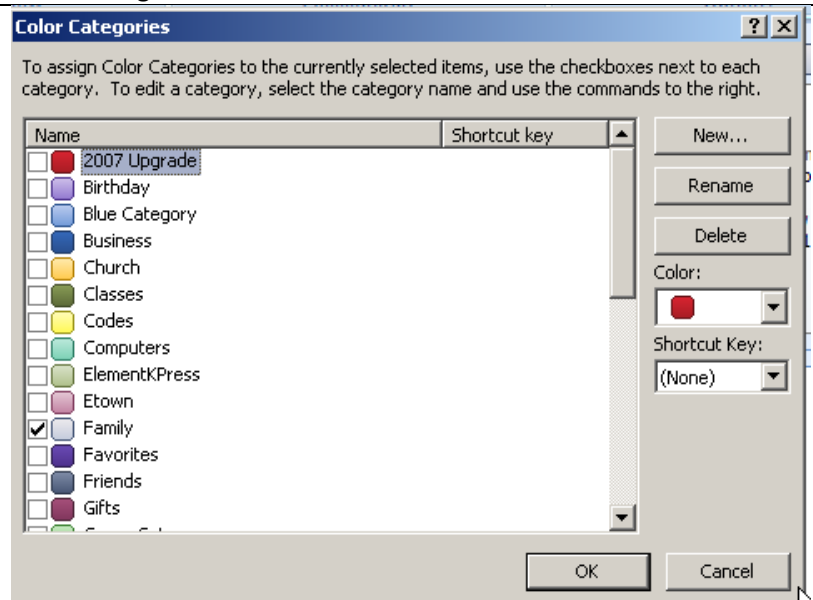


Outlook 2007 - How to Assign a Category to a Contact

1. Open the contact
2. Click the Categorize button

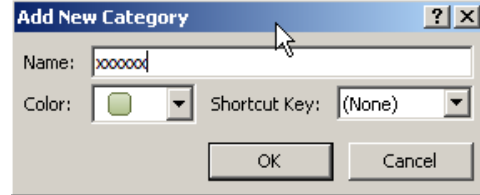


3. Click a category
4. If you don't have a category, click All Categories
- 5.



6. Scroll to find a category and click its box
7. Click OK

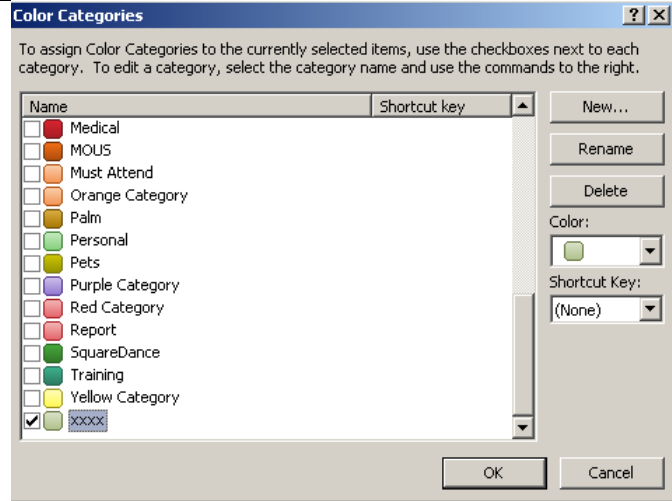
8. If you need a new category, click New...



9. Type a name for the category

10. Click OK

11. The new category will be listed and checked



12. Click OK

13. A contact can belong to more than one category

Note: xxx and Gifts

