

LABELING APPOINTMENTS WITH COLOR

It is possible in Outlook to color code appointments, events, and meetings. This will make important appointments stand out from the rest. There are ten preset labels that can be used, such as Important, Business, Personal, or Phone Call. It is also possible to Edit the options to meet individual needs. The illustration shows the colors and their meanings.

✦ Using Calendar Color Button

- ✦ Click an appointment that was just created.
- ✦ Click the **Calendar Color** button on the **Standard** toolbar.
- ✦ A list of color options will appear.
- ✦ Select one of the colors.
- ✦ The appointment will appear in that color in the Calendar.

✦ Using Untitled Appointment Dialog Box

- ✦ Double-click an appointment that was created earlier.
- ✦ Click the **Label** list arrow.
- ✦ A list of color options will appear.
- ✦ Select one of the colors.
- ✦ Click the **Save and Close** button on the **Standard** toolbar.
- ✦ The appointment will appear in the Calendar highlighted in the selected color.

✦ Editing Colors

- ✦ On the **Standard** toolbar, click the **Calendar Coloring** button.
- ✦ Click **Edit Labels** from the list that appears.
- ✦ The **Edit Calendar Labels** dialog box will appear.
- ✦ Review the preset options.
- ✦ Make any desired changes to the Labels and then click **OK**.
- ✦ Click the **Cancel** button to exit the dialog box without making any changes.

