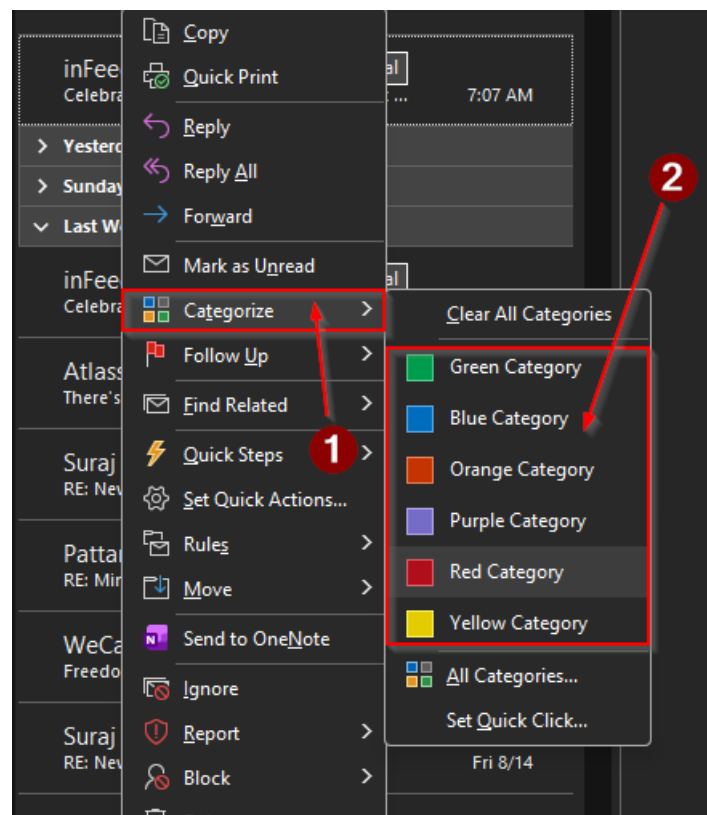


Outlook Search Guide: Using Categories and Flags

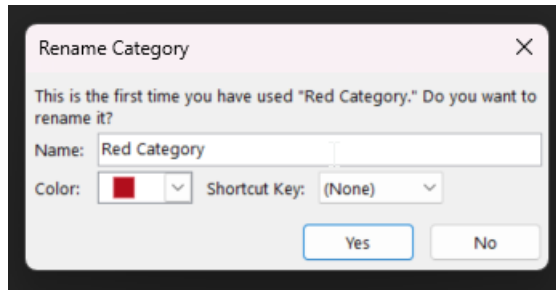
I created these manuals to address a common issue: most employees struggle to locate emails when they are in a rush. This method offers a better approach and can help save you time. (There are two options available.)

Using Categorized

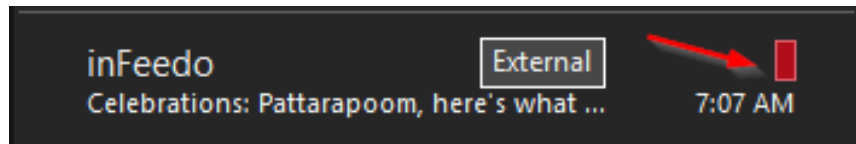
1. Select the desired email, right-click, select "Categorize," and choose the desired color, as shown in the image below.



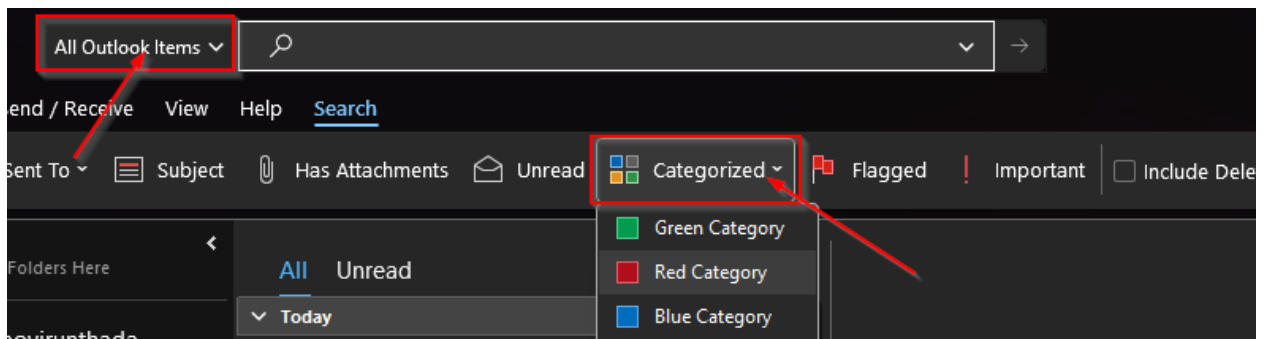
2. Click Yes.



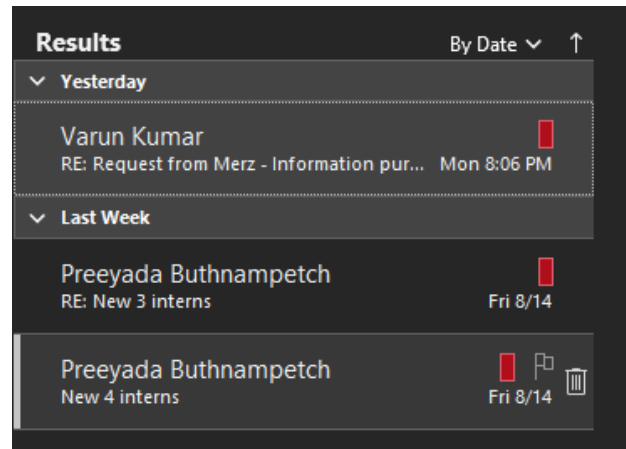
3. The result will appear as shown in the image below if you succeed.



4. Example: In the Search box, select "All Outlook Items," and in the Categorized field, select the color you assigned to the email you are looking for.



5. The results will be displayed as shown in the image below.

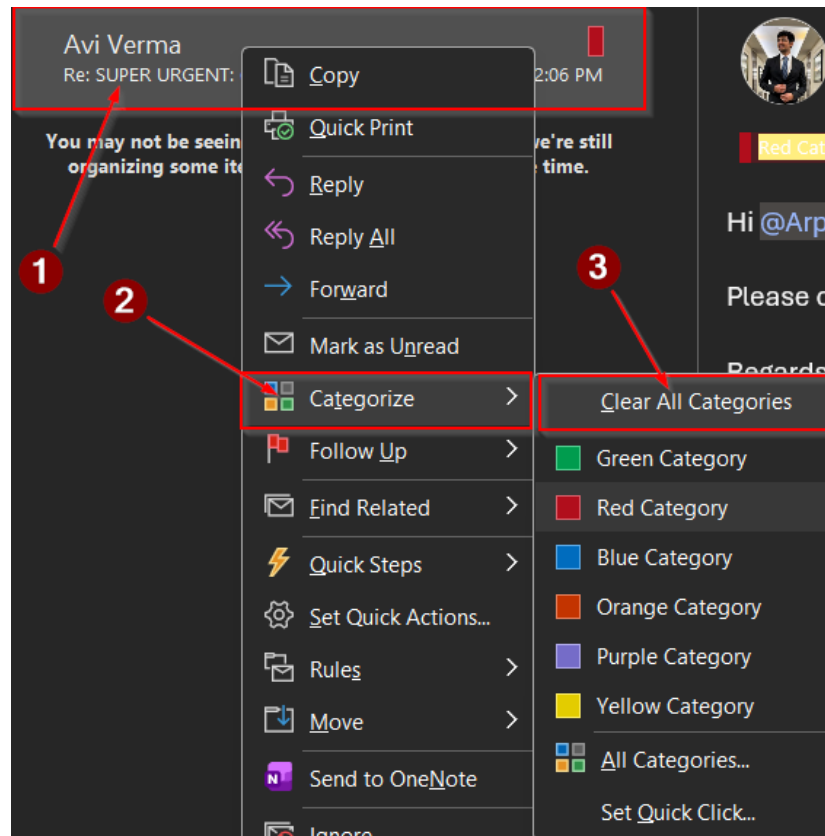


6. If you no longer wish to use this feature or want to remove the categorization, please follow the steps below.

6.1 Right-click on the desired email.

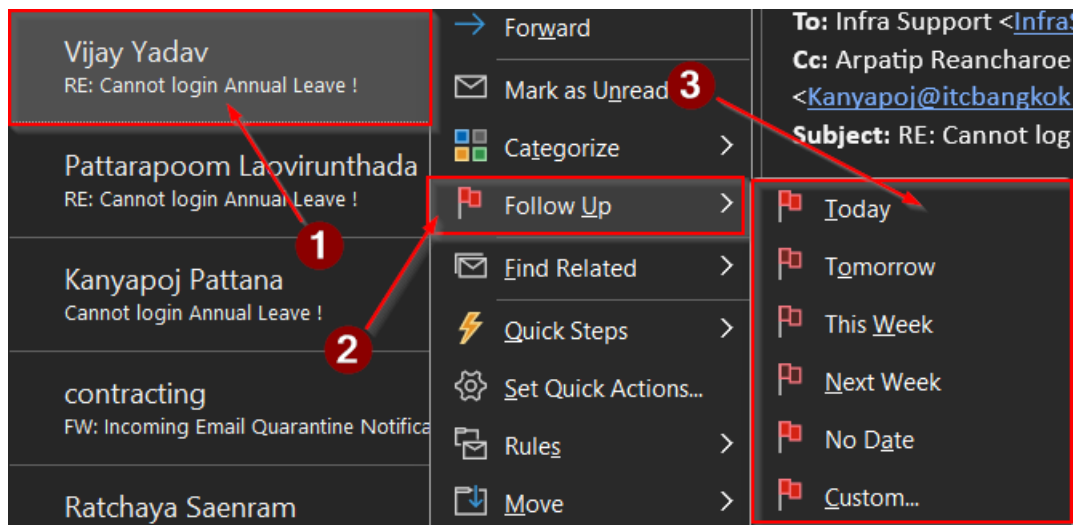
6.2 Select "Categorize"

6.3 Select "Clear All Categories," and the selected categories will be removed.

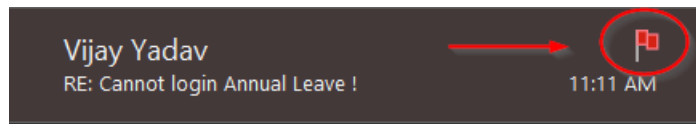


Using Flag

1. Right-click the email you want to flag.
2. Select "Follow Up"
3. Select the "Flag" we want.



4. Once completed, the result will be as shown in the image below.

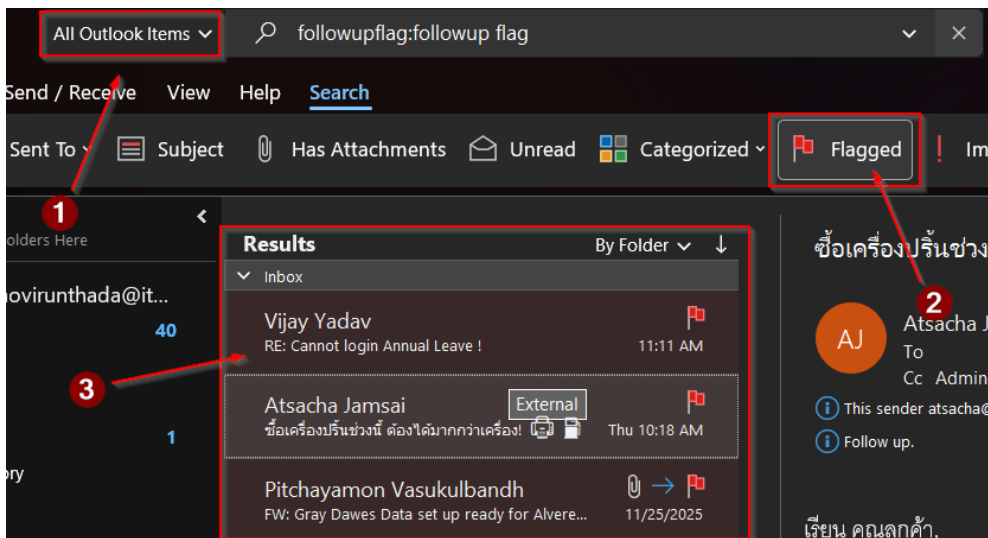


5. How to find emails by "Flag"

5.1 Select the "All Outlook Items" email search option.

5.2 Select "Flagged"

5.3 The result will be displayed as shown in the image below.



6. If you want to remove the "Flag" from an email

6.1 Right-click the email you remove to flag.

6.2 Select "Follow Up"

6.3 Select "Clear Flag"

