Use keyboard shortcuts to "color code" your emails	Brought to you by **Lisa Schwaiger**- HelpDesk Triage and Computer Tech (now in MT-403)

SITUATION:

I want to easily color code my email messages to quickly and easily help me stay organized and follow through with things.

For example:
- Green = to remind me to ask my manager when I see him next
- Pink = I need to take some action today
- Blue = add this to the monthly report

SOLUTION:

By associating a keyboard shortcut with a color category, you can quickly assign the color category to an item, such as an e-mail message, by selecting the item in your email ... and then pressing the keyboard shortcut.

1. On the toolbar of the main Microsoft Office Outlook window, click **Categorize**.
2. At the bottom of the menu, click **All Categories**.
3. In the **Name** list, select the check box for a color category.
4. In the **Shortcut Key** list, choose a keyboard shortcut.

Tips re this:
- You can tape a small piece of colored paper (representing the category) to your keyboard by the key to help you remember this shortcut.
- You can rename the category (using the [Rename] button) to whatever works for you. For example, rename the green category "Ask manager"

From: https://support.office.com/en-us/article/Assign-a-keyboard-shortcut-to-a-color-category-3e78d0c2-14f3-4680-bcb5-297f9357ff3a