

9. PT –Organize your mails nicely in outlook

Categories:

Categories help color code your mails and organise them in easily searchable fashion.

Let us say you get mails from various departments like HR, Accounts, Sales and Admin. And you would like all the mails to be organised department wise.

You can use categories.

Under the heading categories , right click.

Now many colored boxes are given as option. You do not want color but you want department.

So you right click on 'all categories' and use the 'rename' option to rename say red as HR, Blue as A/cs, Green as Sales and yellow as Admin.

Now all you have to do to add a mail to the right category is to right click on the mail and choose the department.

If you want a searchable folder for each department click on 'create category search folder'.

You will find on the left side of Outlook ,searchable folders for each department.

You can also create new color folders by clicking on 'new key'.

More than anything else your mail box will become very colourful!

Set flags for reminder:

Another very useful utility is setting flags for each mail.

You can set the flags for attending to a work:

- Today
- Tomorrow
- This week
- Next week
- Or you can use 'custom' to set a particular date

And add a reminder say one day before due date , so you can take steps –for instance for a meeting on 5 Oct, you can set up a pop up reminder on 4 Oct to help you prepare for the 5Th meeting.

Also you can mark a mail as 'closed'.

Productivity Tool

The Categories and flags help you organise yourself very well and not forget to do important things.

No more searching for the mail which you cannot locate as it is buried under thousands of mails.

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