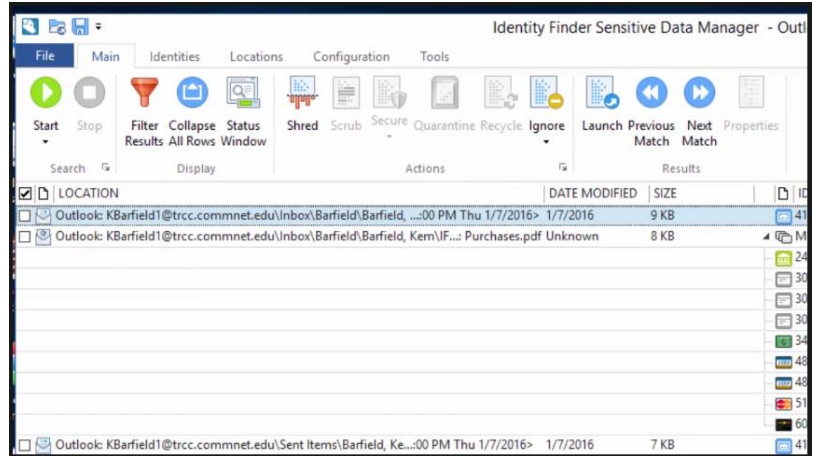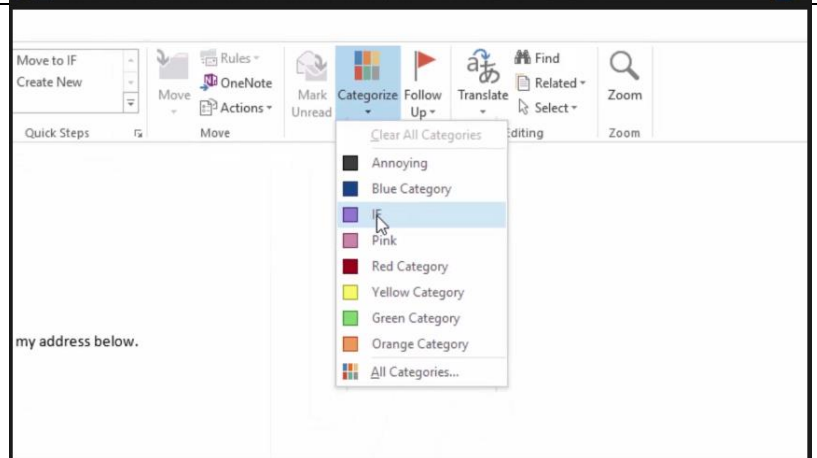# How to categorize e-mails with Identity Finder

This document assumes that you have previously set up an Identity Finder Category. To find DCL3 e-mails and categorize them, take the following steps.

1. Once Identity Finder has finished scanning your e-mails or you have opened a saved search, you will see them in the *Main* tab. Double-click the e-mail to open it in Outlook.

2. On the opened e-mail, you can look and check for DCL3 data. If it does, now you will need to categorize this e-mail so that it can be moved to a quarantined folder.

3. Go to the right of the toolbar and click *Categorize*. On the drop down menu, click *IF*. You can now close the e-mail and move on to the next e-mail.

4. Sometimes Identity Finder will have two of the same e-mails as a result. By looking at the path of the e-mail, you can see that one comes from the *Inbox* and the other from *Sent Items*. If you receive an e-mail containing DCL3 data and send DCL3 data that e-mail will appear again. You will need to
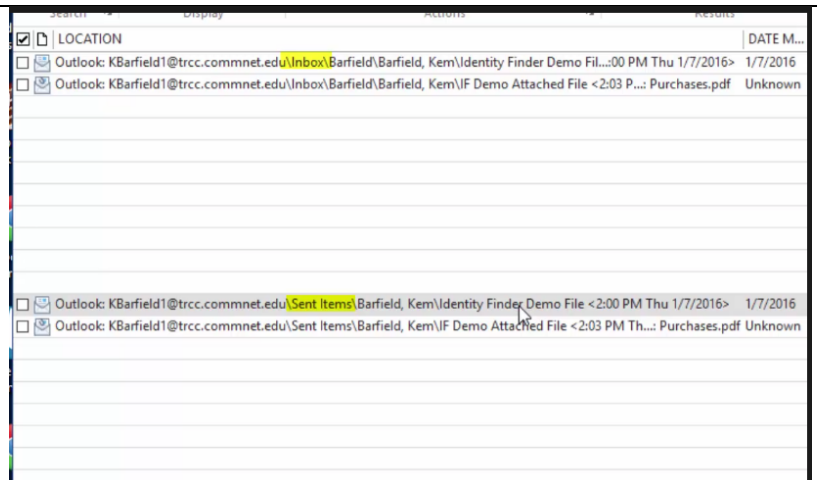
How to categorize e-mails with Identity Finder

categorize those e-mails as well. You should double-click and repeat the previous procedure for each email in Identity Finder.