## How to get the Categories header in Outlook

To have the Categories header in Microsoft Outlook, take the following steps.

1.	If you do not have the <i>Categories</i> header, right click on any part of the header bar. In the drop- down menu, click <i>Field</i> <i>Chooser</i> .	Reply & De	elete 🔻	Move Rules OneNote Move Tags		Follow Up • Tags	Find		¢		
		Search Sent Items (CtrI+E)								t Fold	
		CENT V					CENT V	SI 🕅			
		ies web page			لغ 1.	<u>A</u> rra <u>R</u> eve	nge By → erse Sort	M	9	•	
		nning			8	Field	Field <u>C</u> hooser <u>R</u> emove This Column <u>G</u> roup By This Field	AM	1	P	
		; Closed				Rem		AM	1	▶	
					_	Grou		AM	1	▶	
					_			AM	1	▶	
						Gro	up <u>b</u> y Box	.M	6	▶	
		n				* <u>V</u> iev	v Settings	м.	1	▶	
		s			Ļ		1111/0/2010 5.34	Man	9	<b></b>	
2.	The Field Chooser window will pop-up.										
		Field Chooser		×		SENT 👻		SI 🕅	<b></b>		
			Frequently-use	ed fields	~						
	Select Categories and	abilities web pa	Auto Forwarde	ed	1	-	Fri 1/8/2016 1:41 PM		9  >		
	drag it to your desired	abilities web pa t Running	Auto Forwarde Categories	ed	Ŷ	-	Fri 1/8/2016 1:41 PM Fri 1/8/2016 11:46 AM		9  ► 1  ►		
	drag it to your desired	abilities web pa t Running lail is Closed	Auto Forwarde Categories	ed .	-	-	Fri 1/8/2016 1:41 PM Fri 1/8/2016 11:46 AM Fri 1/8/2016 11:37 AM		9  ► 1  ► 1  ►		
	Select <i>Categories</i> and drag it to your desired position on the header	abilities web pa t Running lail is Closed g In	Auto Forwarde Categories Cc Contacts	ed	^	-	Fri 1/8/2016 1:41 PM Fri 1/8/2016 11:46 AM Fri 1/8/2016 11:37 AM Fri 1/8/2016 11:00 AM		9  > 1  > 1  > 1  >		
	Select <i>Categories</i> and drag it to your desired position on the header bar.	abilities web pa t Running Iail is Closed g In ions	Auto Forwarde Categories Cc Contacts Conversation	d		-	Fri 1/8/2016 1:41 PM Fri 1/8/2016 11:46 AM Fri 1/8/2016 11:37 AM Fri 1/8/2016 11:00 AM Fri 1/8/2016 10:44 AM		9  > 1  > 1  > 1  > 1  > 1  >		
	Select <i>Categories</i> and drag it to your desired position on the header bar.	abilities web pa t Running lail is Closed g In ions	Auto Forwarde Categories Cc Contacts Conversation Created Do Not AutoA	ed		_	Fri 1/8/2016 1:4T PM Fri 1/8/2016 11:46 AM Fri 1/8/2016 11:37 AM Fri 1/8/2016 11:00 AM Fri 1/8/2016 10:44 AM Fri 1/8/2016 9:50 AM		9  > 1  > 1  > 1  > 1  > 6  >		
	Select <i>Categories</i> and drag it to your desired position on the header bar.	abilities web pa t Running lail is Closed g In ions i blem	Auto Forwarde Categories Cc Contacts Conversation Created Do Not AutoAn Due Date	rchive			Fri 1/8/2016 1:4T PM Fri 1/8/2016 11:46 AM Fri 1/8/2016 11:37 AM Fri 1/8/2016 11:30 AM Fri 1/8/2016 10:44 AM Fri 1/8/2016 9:50 AM Fri 1/8/2016 9:49 AM		9   1  1   1		
	Select <i>Categories</i> and drag it to your desired position on the header bar.	abilities web pa t Running lail is Closed g In ions i blem iccess	Auto Forwarde Categories Cc Contacts Conversation Created Do Not AutoAr Due Date Flag Complete	rchive d Date			Fri 1/8/2016 1:4T PM Fri 1/8/2016 11:46 AM Fri 1/8/2016 11:37 AM Fri 1/8/2016 11:30 AM Fri 1/8/2016 10:44 AM Fri 1/8/2016 9:50 AM Fri 1/8/2016 9:49 AM Fri 1/8/2016 9:34 AM		9     >       1     >       1     >       6     >       1     >       9     >		
	Select <i>Categories</i> and drag it to your desired position on the header bar.	abilities web pa t Running ail is Closed g In ions blem ccess	Auto Forwarde Categories Cc Contacts Conversation Created Do Not AutoAn Due Date Flag Complete Follow Up Flag	chive d Date			Fri 1/8/2016 1:4T PM Fri 1/8/2016 11:46 AM Fri 1/8/2016 11:37 AM Fri 1/8/2016 11:00 AM Fri 1/8/2016 10:44 AM Fri 1/8/2016 9:50 AM Fri 1/8/2016 9:49 AM Fri 1/8/2016 9:34 AM		9 1 1 1 1 6 9 9 1.		
	Select <i>Categories</i> and drag it to your desired position on the header bar.	abilities web pa t Running ail is Closed g In ions blem ccess	Auto Forwarde Gategories Cc Contacts Conversation Created Do Not AutoAt Due Date Flag Complete Follow Up Flag From	rchive d Date			Fri 1/8/2016 1:4T PM Fri 1/8/2016 11:46 AM Fri 1/8/2016 11:37 AM Fri 1/8/2016 11:30 AM Fri 1/8/2016 10:44 AM Fri 1/8/2016 9:50 AM Fri 1/8/2016 9:49 AM Fri 1/8/2016 9:34 AM		9 1 1 1 1 6 9 7 *		
	Select <i>Categories</i> and drag it to your desired position on the header bar.	abilities web pa t Running ail is Closed g In ions blem ccess m Getting Started	Auto Forwarde Gategories Cc Contacts Conversation Created Do Not AutoAt Due Date Flag Complete Follow Up Flag From IMAP Status	rchive d Date			Fri 1/8/2016 1:41 PM Fri 1/8/2016 11:46 AM Fri 1/8/2016 11:37 AM Fri 1/8/2016 11:30 AM Fri 1/8/2016 10:44 AM Fri 1/8/2016 9:50 AM Fri 1/8/2016 9:49 AM Fri 1/8/2016 9:34 AM Thu 1/7/2016 6:07 PM Thu 1/7/2016 4:09 PM		9 1 1 1 1 1 1 9 1 9 1.	T	
	Select <i>Categories</i> and drag it to your desired position on the header bar.	abilities web pa t Running ail is Closed g In ions blem ccess m Getting Started d File	Auto Forwarde Gategories Cc Contacts Conversation Created Do Not AutoAt Due Date Flag Complete Follow Up Flag From IMAP Status Message	ed rchive d Date			Fri 1/8/2016 1:4T PM Fri 1/8/2016 11:46 AM Fri 1/8/2016 11:37 AM Fri 1/8/2016 11:30 AM Fri 1/8/2016 10:44 AM Fri 1/8/2016 9:50 AM Fri 1/8/2016 9:54 AM Fri 1/8/2016 9:34 AM Thu 1/7/2016 6:07 PM Thu 1/7/2016 4:09 PM Thu 1/7/2016 2:03 PM		9 ▶ 1 ▶ 1 ▶ 1 ▶ 7 ▶ 3 ▶ 1 ▶		
	Select <i>Categories</i> and drag it to your desired position on the header bar.	abilities web pa t Running ail is Closed g In ions blem ccess m Getting Started d File emo File	Auto Forwarde Gategories Cc Contacts Conversation Created Do Not AutoAt Due Date Fiag Complete Follow Up Flag From IMAP Status Message New	ed rchive d Date	iete		Fri 1/8/2016 1:4T PM Fri 1/8/2016 1:46 AM Fri 1/8/2016 11:46 AM Fri 1/8/2016 11:30 AM Fri 1/8/2016 10:44 AM Fri 1/8/2016 9:50 AM Fri 1/8/2016 9:49 AM Fri 1/8/2016 9:34 AM Thu 1/7/2016 6:07 PM Thu 1/7/2016 4:09 PM Thu 1/7/2016 2:03 PM		9 ▶ 1 ▶ 1 ▶ 1 ▶ 7 ▶ 3 ▶ 3 ▶		



TDLC1