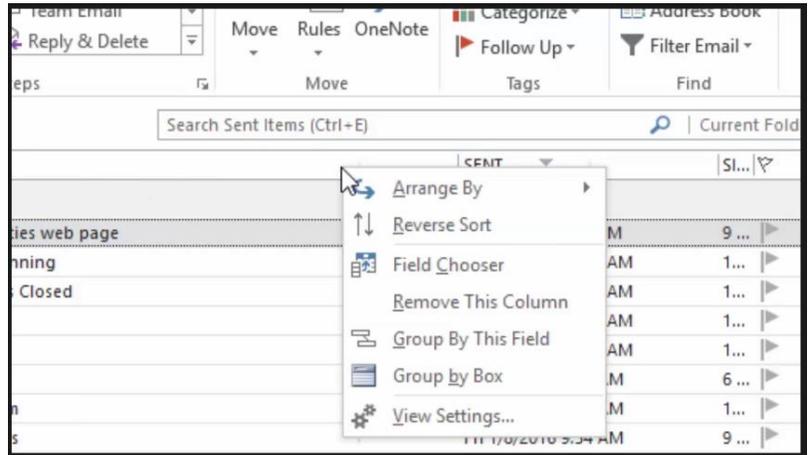


How to get the Categories header in Outlook

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

1. If you do not have the *Categories* header, right click on any part of the header bar. In the drop-down menu, click *Field Chooser*.



2. The *Field Chooser* window will pop-up. Select *Categories* and drag it to your desired position on the header bar.

