📅 Outlook 2007 – Three Handy Organization Tips

Flags and Reminders

Outlook allows you to flag a message or contact to draw your attention to the item and display an optional reminder when follow-up action is due. The flag appears in the item header.

Follow these steps to flag a message you have received, a message that resides in the Sent Items folder, or a contact:

1. Select the item you want to flag.

2. Right-click the item, choose **Follow Up**, and then select a follow-up period from the sub-menu (Today, Tomorrow, and so on), or to specify a custom date, choose **Custom**.

3. If you chose **Custom**, enter the follow-up action text in the **Flag To** field or select an existing action from the drop-down list, and then specify a start date and an end date.

4. Click **OK**.

Outlook has no special mechanism for processing flagged messages other than reminders. A red flag icon indicates a pending action, and a check mark indicates a completed action.

To change the flag status, simply click the flag, or right-click a flagged message and then choose **Flag Complete**. To remove the flag from the message, right-click a flagged message, and then choose **Clear Flag**.

Saving Attachments

While it may be convenient to keep attachments with e-mails, because many attachments can be large, the size of your mailbox can grow exponentially very quickly.

It is a simple matter to save attachments to a network drive, and then remove the attachment from the e-mail. In this manner, you will also be able to access those files without having to have Outlook open.

To save an attachment outside of an e-mail, use one of the following options:

- Right-click the attachment and select **Save As**.
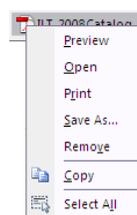
OR

- From the Outlook **File** menu, select **Save Attachments**.

OR

- From the Office Button of the message, select **Save As** and then **Save Attachments**.

Once the **Save Attachments** dialog box is displayed, select an appropriate folder or location to store the file.

💣 *CAUTION!* Notice that unfortunately Outlook is NOT consistent as to whether this command is called **Save As** or **Save Attachments**.

To remove an attachment from an e-mail:

1. Right-click the attachment and select **Remove.**

2. If the **Remove** option is dimmed, you may need to open the message by double-clicking it first.

3. If the **Remove** option does not appear, or if you are unable to remove an attachment by this method, you may need to go into Edit mode for the message. On the **Actions** tab of the Ribbon, click **Other Actions**, and then select **Edit Message**.

Color Categories

To make organizing easier, you can use Outlook's categories, which are a combination of words or phrases and colors that you can assign to items as a means of organizing them. A new feature in Outlook 2007 incorporates color with categories, making it easy to identify categories at a glance.

To assign a category to an item:

1. 🗂 Select the item and click the **Categorize** button on the Outlook toolbar.

    OR

    Open the item and click the **Categorize** button in the **Options** tab of the Ribbon.

    OR

    Right-click the item and select **Categorize**. The **Categorize** sub-menu displays:
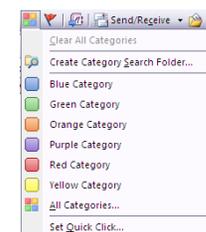
2. Select a category from the list, or to customize your categories (i.e. change category names or add new categories), select **All Categories**.

You can also use the **Color Categories** dialog box to assign multiple categories to an item at one time and to create shortcut keys for specific categories.

To locate all items that are assigned to a category, use the **Create Category Search Folder** option on the **Categorize** button menu.