

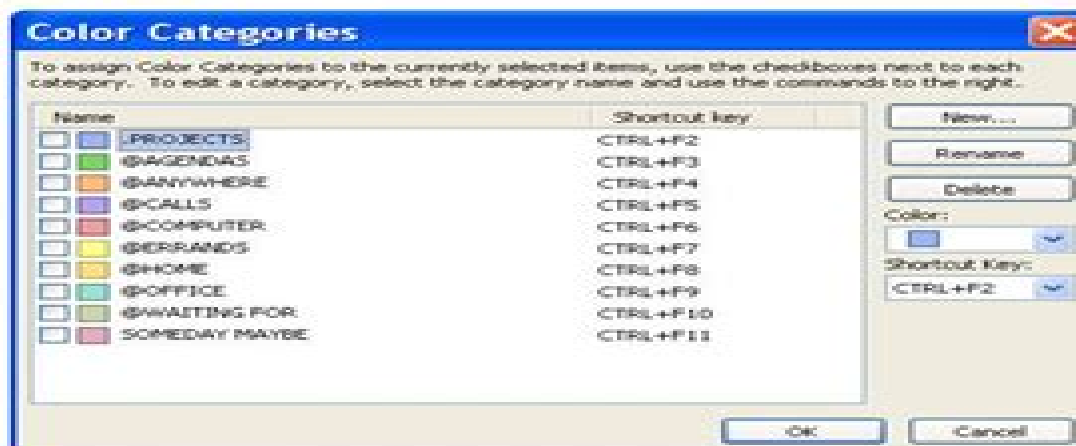
### Customize your Categories to work as lists

8. To customize your Categories, open a New Task dialog (Click "New Task" button in the top left corner of Tasks under the Home tab or use the shortcut <Ctrl+Shift> k). Select the "Categorize" button in the Tasks window. Select "All categories" to edit the list of categories:



Alternate method for customizing Categories: If you have already created Tasks, you can click on a Task in the Tasks list and the Categorize button in the ribbon should become enabled. It will remain gray if you do not have a Task selected and you will need to get to the Categories list through a new Task, as described above, instead.

9. Click the **New** button and add each of your desired list names as a new category or use the existing categories and Rename them. In this same dialog box you can select a color for each category and a unique shortcut key if you want. Click **OK** when done.



# Gtd Outlook 2010 Setup Guide

**B Lingard**



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