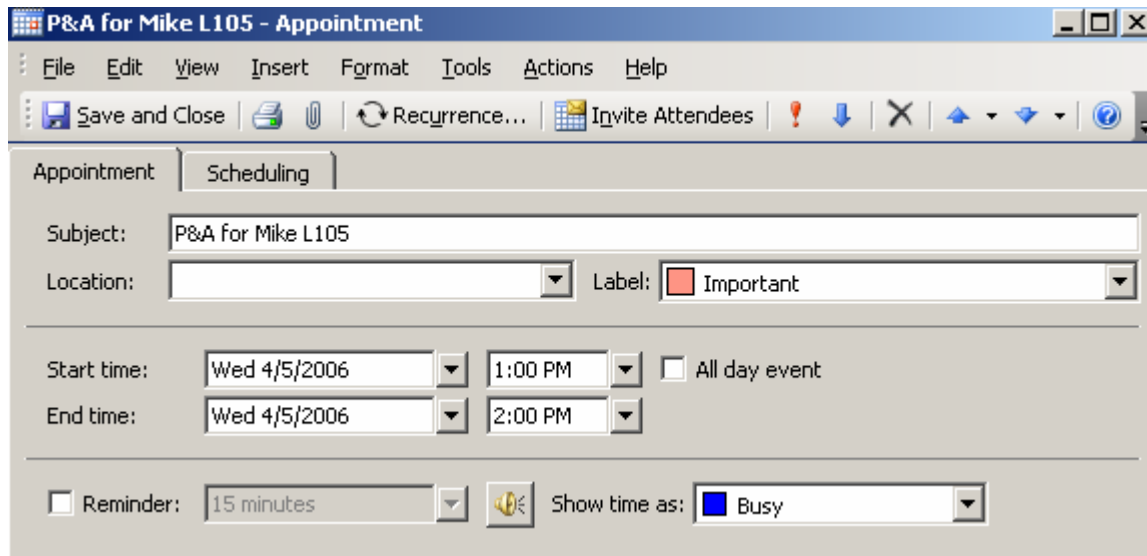


Outlook - Using Labels to Color Calendar Items

When you schedule an appointment, in the appointment window go to the label box and click the drop down arrow. Select the color you would like to use.



To change the color labels:

- LEFT click on the calendar icon on the menu bar
- Select EDIT LABEL, change the label text as you desire and click OK
 - (Alternatively you can RIGHT click on any appointment, select LABEL/EDIT LABEL/ OK)