# Managing Categories in Outlook Web App

11/22/13

Categories are a method of organizing mail messages and tasks within Outlook. If you were migrated over from Zimbra, you may know them as Flags. Messages migrate from Zimbra did retain their flags, but in order to be able to filter mail based on those flags, you must recreate them as "Categories" in Outlook. This document describes how to accomplish that task.
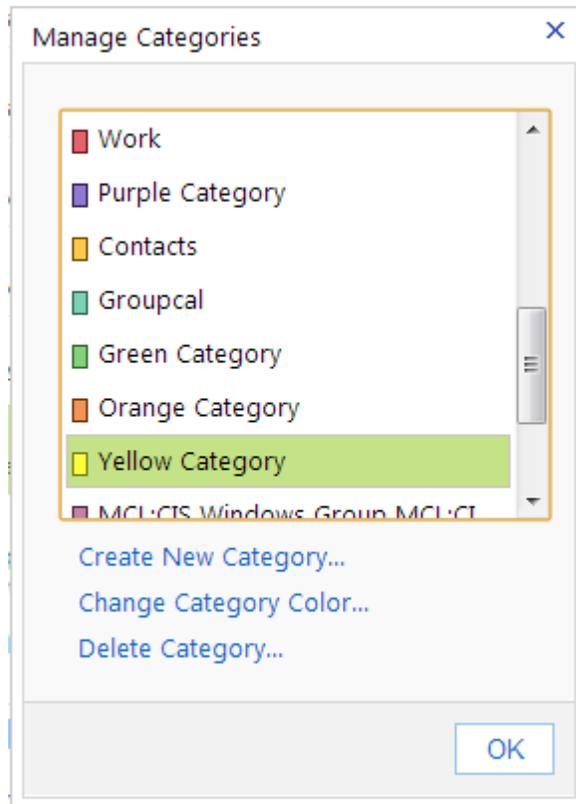
1. Log in to OWA. In the message pane, highlight any message, then click the "Category" bar to the right.
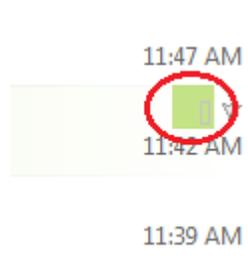
2. In the resulting menu, choose "Manage Categories…"
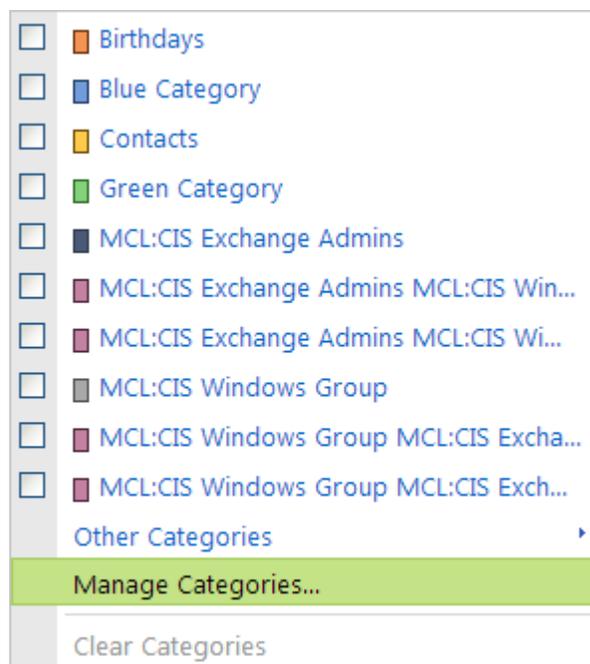
3. From here, you can create new categories, change the color of a category, or delete a category. You cannot rename a category once it is created.

Manage Categories ✕

- Work
- Purple Category
- Contacts
- Groupcal
- Green Category
- Orange Category
- Yellow Category
- MCL:CIS Windows Group MCL:CI

Create New Category...
Change Category Color...
Delete Category...

OK

4. To filter email based on a category, from the "filter" menu above the "Search Entire Mailbox" field, choose category, then select the categories on which you would like to filter. Click "Apply" to apply the filter.