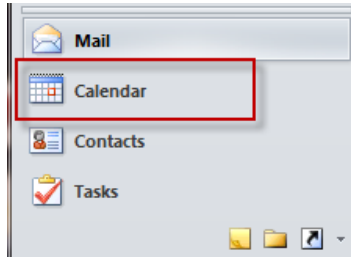


OUTLOOK 2010

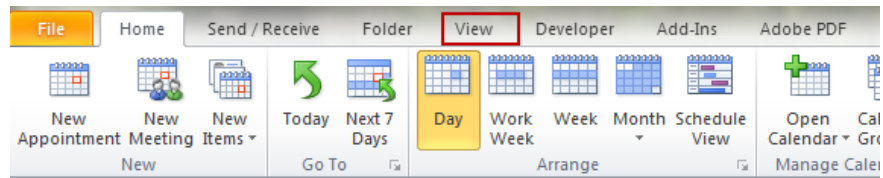
Instructional Steps

Automatically Color Code Appointments by Key Words

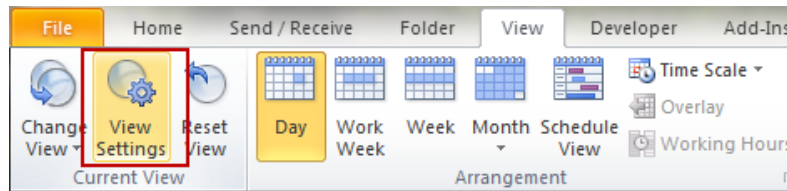
1. Click on "Calendar"



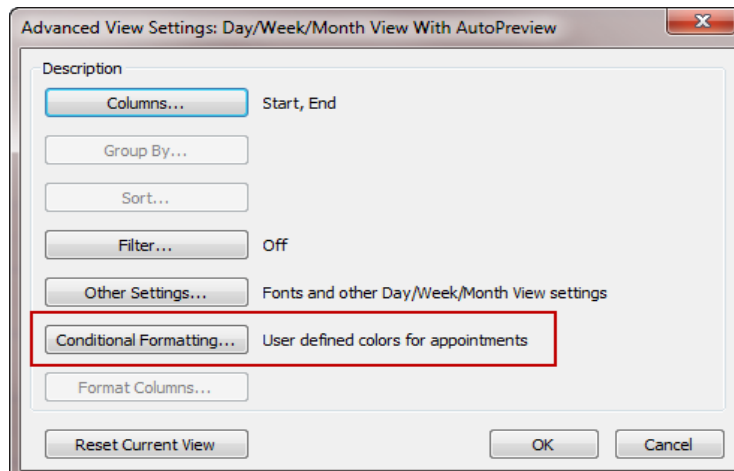
2. Click on "View"



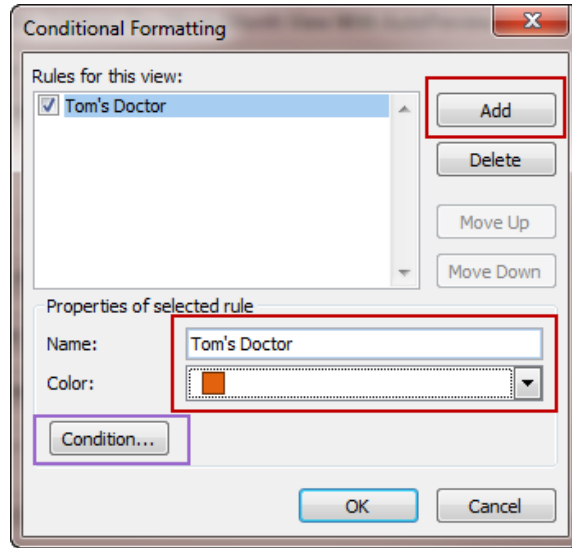
3. Click on "View Settings"



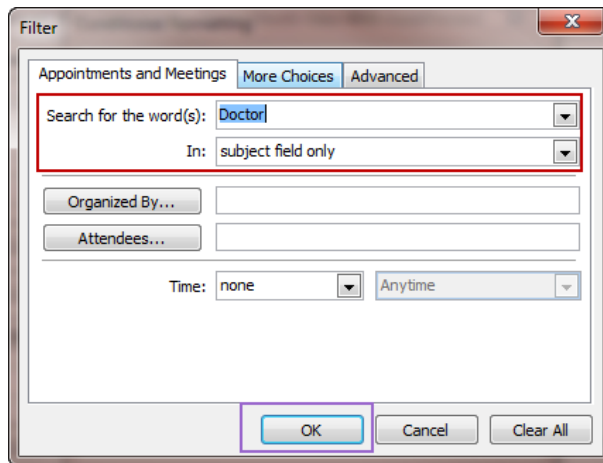
4. Click on "Conditional Formatting"



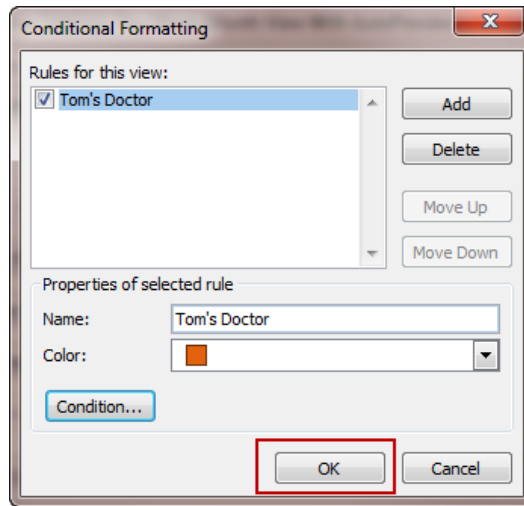
5. Click "Add".
 - a. Name the rule.
 - b. Apply a color
 - c. Click "Condition..."



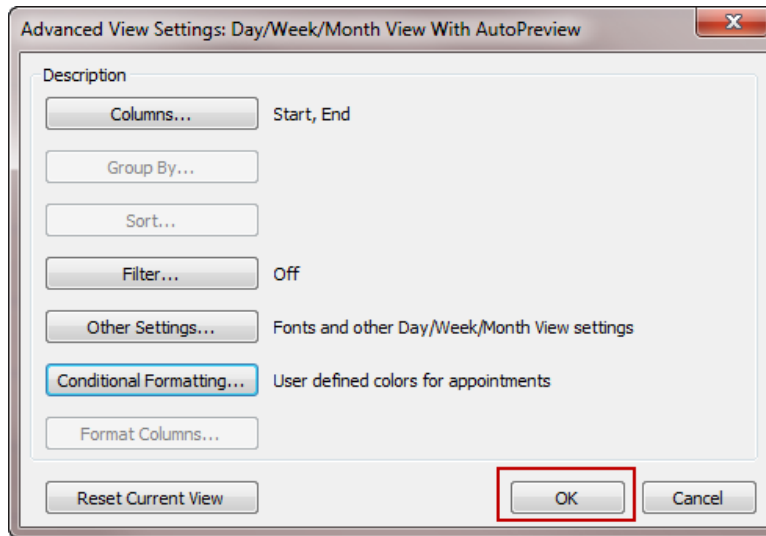
6. Enter a key word or phrase.
 - a. Choose "Subject field only"
 - b. Click OK



7. Click "OK"



8. Click "OK" again.



9. Enter a test appointment using the keyword.

