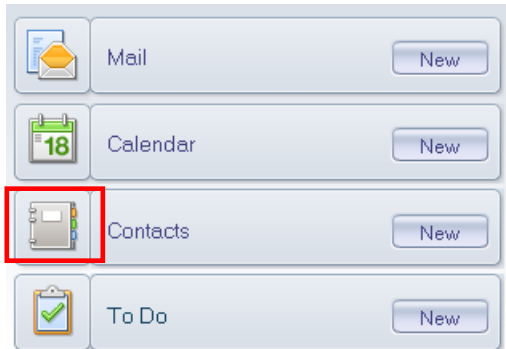


**Contact categories**

Each contact you include in your **Contacts list** can be assigned a category. Contacts with categories can be easily sorted and filtered. You have the flexibility of creating categories to suit your work preferences.

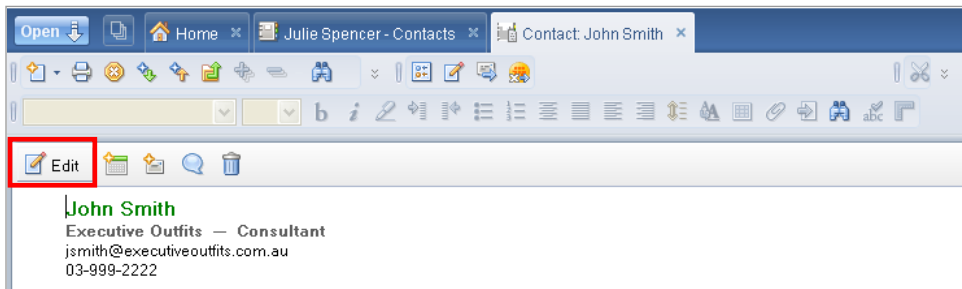
1. Open your contacts by clicking on the **Contacts** icon on the **Home** page.



2. Double click on a contact name to open the contact details.

All	Name	E-mail	Phone
A	Alexiou, Peter	Peter.Alexiou/Library/Monash	
B	Gomik, Tess	tgomik@hotmail.com	
C			
D	Smith, John	jsmith@executiveoutfits.com.au	Business: 03-999-2222 Mobile: 0412 222 222
E			
F	train21, ws	ws.train21/Training/Monash	
G			

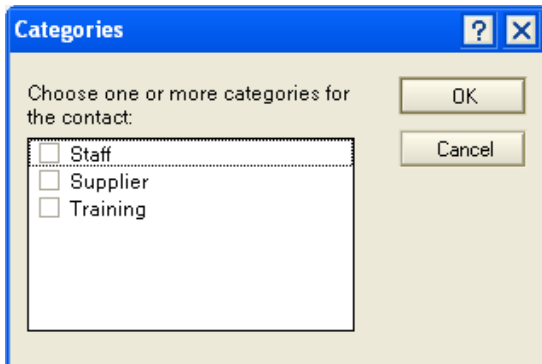
3. Click on the **Edit** button on the **Action bar** to open the editing screen.



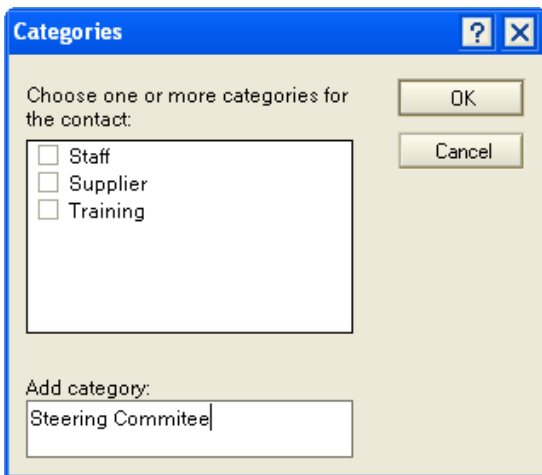
4. Scroll down to view the **Category** text field
5. Click in the text field for Category and type in your category.

<u>Other Information:</u>	
Messaging ID:	<input type="text" value="jsmith@executiveoutfits.com.au"/>
Department:	<input type="text"/>
Location:	<input type="text"/>
Manager:	<input type="text"/>
Assistant:	<input type="text"/>
Website:	<input type="text"/>
Blog Site:	<input type="text"/>
<b>Category:</b>	<input type="text" value="Training"/>
<input type="button" value="Comments"/> <input type="button" value="Name Information"/> <input type="button" value="Certificates"/>	

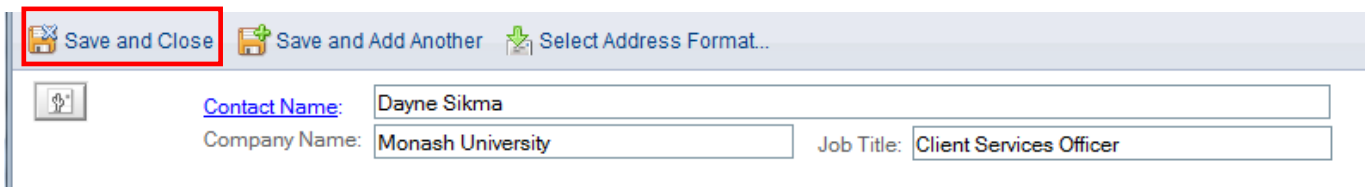
- Alternatively, you can click on Category to access the list of Categories. Select a category. Click on **OK**.



6. To create a new category, click in the **Add category** text field to create a new category.  
**Note:** you can have more than one category assigned to your contact.

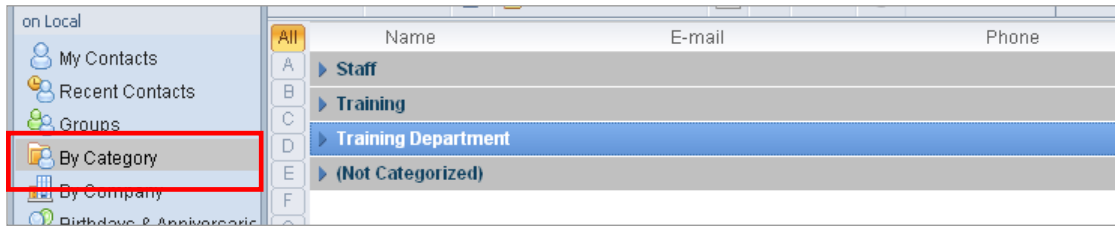


7. Click on the **OK** button to complete your action.
8. Click on the **Save and Close** button on the **Action bar** to save your changes.

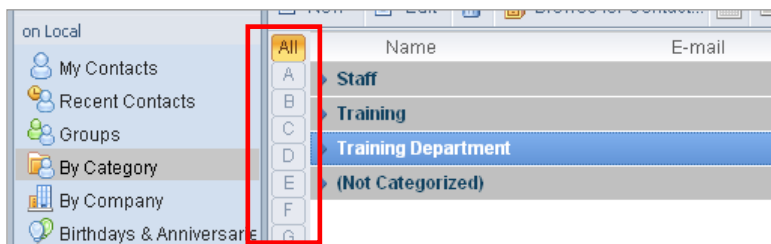


**To view your contacts by category**

1. Click on **By Category** in the View Selection panel.



2. Expand the category to view the contacts by clicking on the ▶ icon.



3. Your contacts will be listed alphabetically.

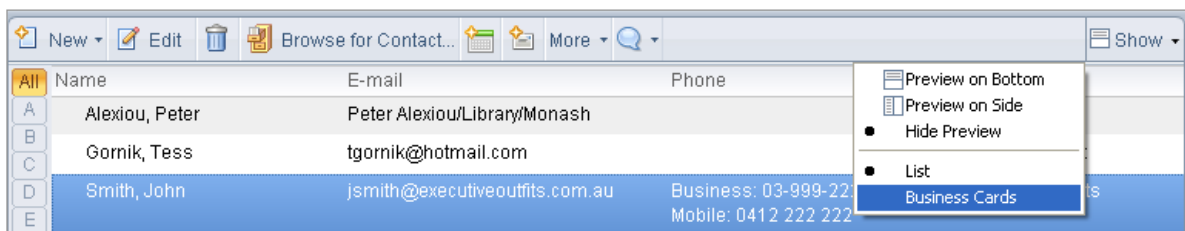
4. Click on the ▼ icon to collapse the list of contacts.

**To view your contacts as business cards**

1. Ensure you are in the My Contacts or Recent Contacts view.



2. Click on the **Show** button and select **Business Cards**.



3. To return to the list of contacts, click on the **Show** button again and select **List**.