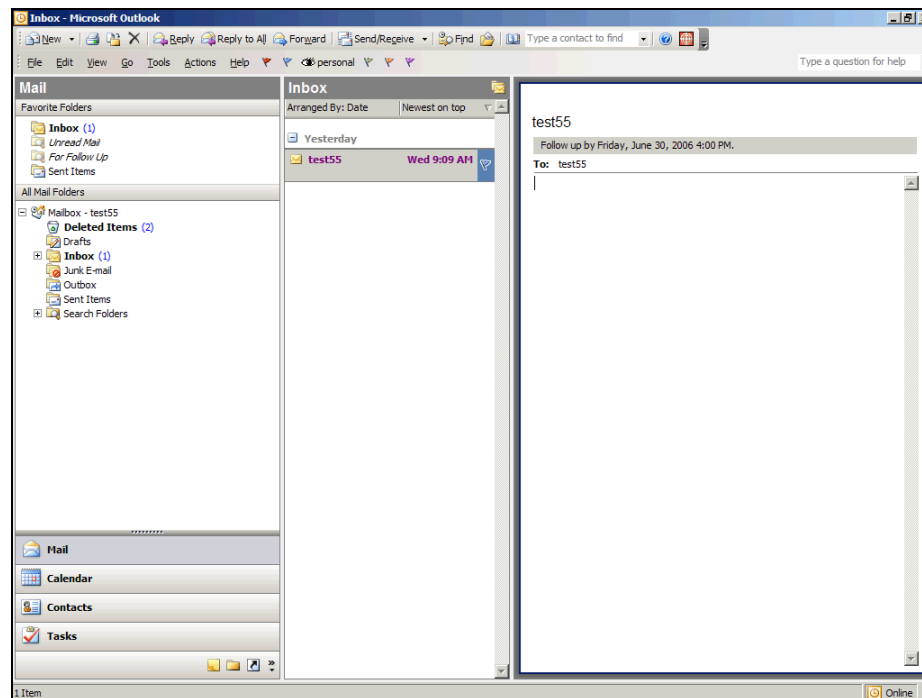


Calendar

Calendar Labeling

Procedure

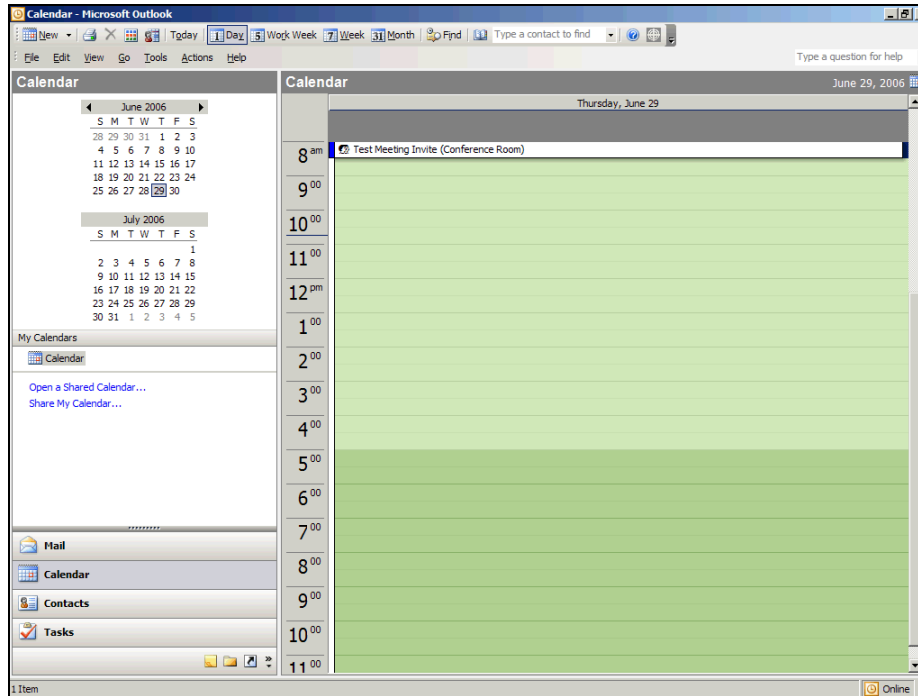
Outlook users are able to change the calendar label icons to fit their own calendar needs.



Step	Action
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1. Click the **Calendar** shortcut.

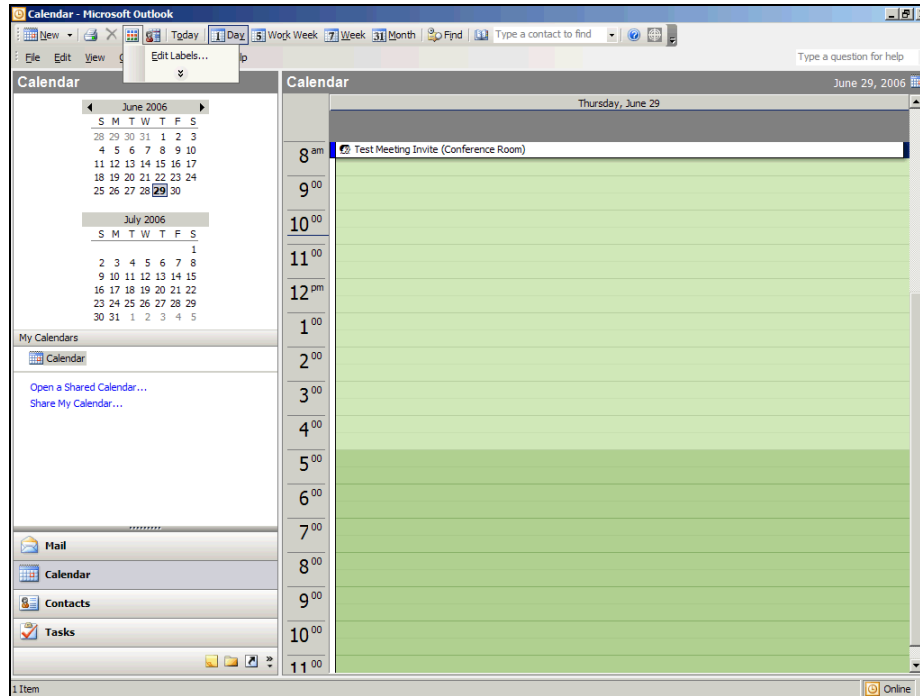




Step	Action
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- | | |
|----|--|
| 2. | Click the Calendar Colors icon. |
|----|--|





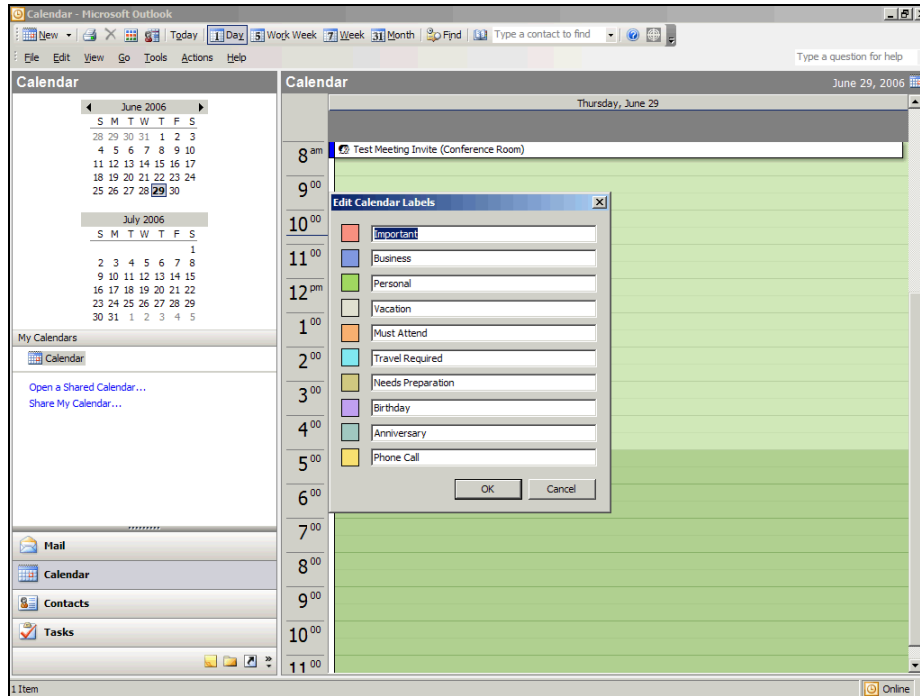
Step	Action
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3. Select **Edit Labels**.



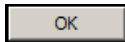
4. The Edit Labels box will appear. Click **Edit** to continue.

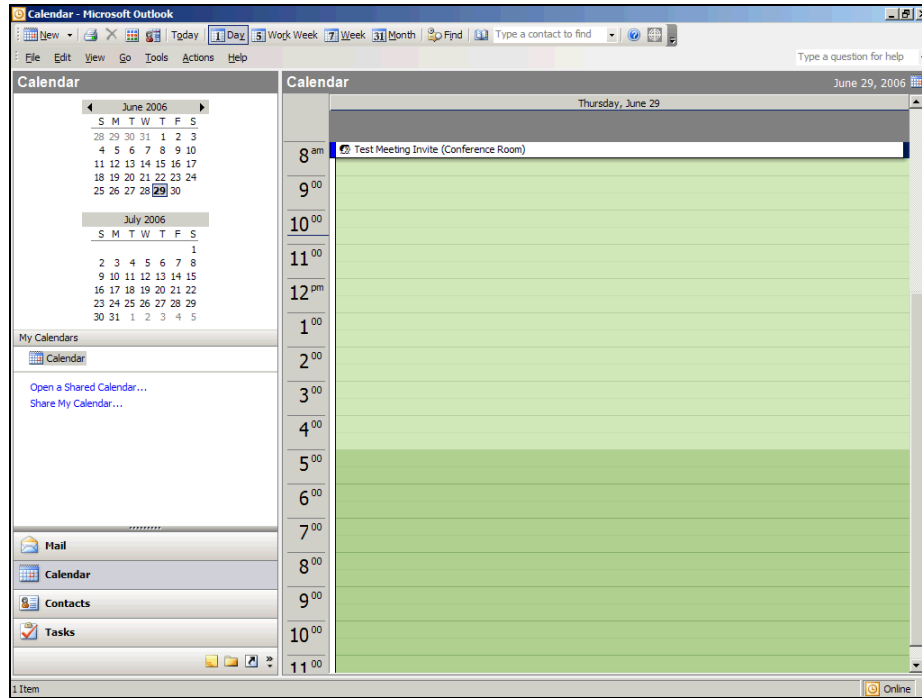
□



Step Action

5. Highlight the field that is currently labels **Important** and enter "**PTA**".
6. Press **[Tab]**.
7. In the field that is currently labeled **Business**. Enter "**SIP Team**".
8. Click the **OK** button.

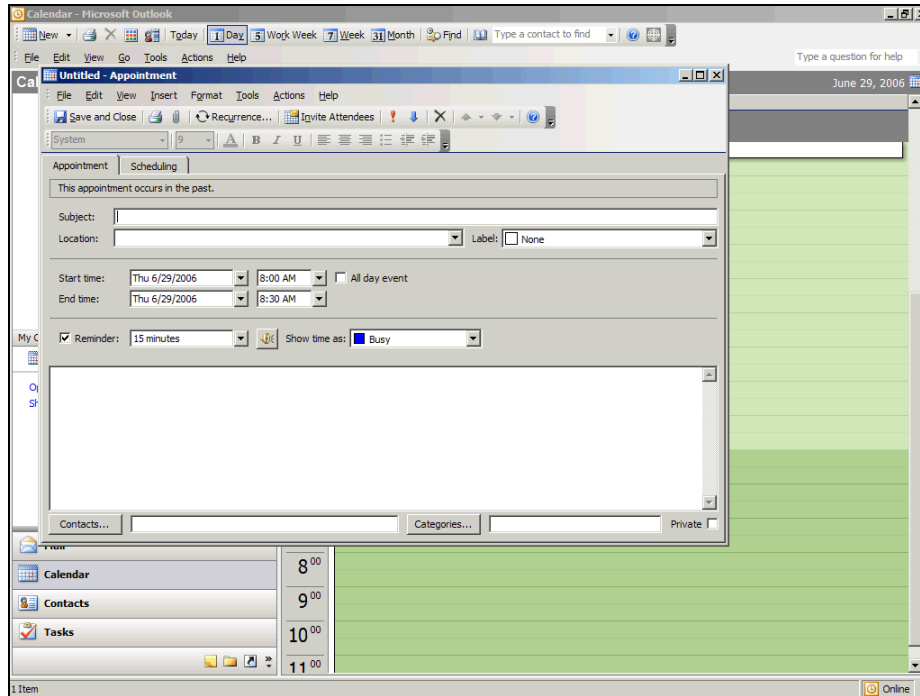




Step	Action
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- To see the changes click the **New** button for a new meeting or appointment.





Step	Action
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10. Click the **Label** list.



11. Congratulations, you have successfully completed the topic on Calendar Labeling.
End of Procedure.