

CATEGORY CREATED

© Darry D Eggleston, 813.677.2871, DarryD@darryd.com

Click on the blue, underlined text to go to its linked reference.



A 'Category', in Windows Live Mail, replaces the 'Group' in Outlook Express.

1. Open Windows Live Mail.

2. In the lower-left corner of the window, click the Contacts button (**Figure 1**). It has an Address Book icon.

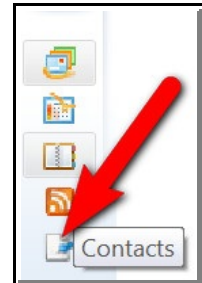


Figure 1

3. From the MenuBar, select File New Category (**Figure 2**).

4. Type a name for your new category. Type an "underscore" (_) before the Category name and all your categories are listed above the names in your individual's Contacts.

5. Click each of the contacts that you want to include in the category, and then click Save.

6. The new category appears under All contacts.

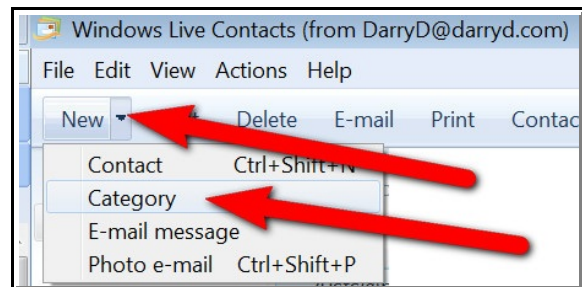


Figure 2

To send e-mail to a contact or category, when you're composing an e-mail message, in the To, Cc, or Bcc box, type the category or contact name. Matching contacts and categories are displayed for selection as you type.

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ACCORDING TO MICROSOFT:

★ Removing a contact from a category doesn't delete the contact from your contact list, and deleting a category doesn't delete the contacts in it.

★ If you're signed in to Mail with a Windows Live ID (The e-mail address and password that you use to sign in to Windows Live programs and services such as Windows Live Hotmail and Windows Live Messenger; Microsoft services such as Xbox LIVE, MSN, and Office Live; and anywhere else that you see the Windows Live ID logo.) , any changes that you make to your contacts also take effect in Windows Live Messenger, Windows Live Hotmail, and other Windows Live products and services. If you've never signed in to Mail, your contact list contains only the contacts that you've added or imported.

★ You can carry out many common tasks relating to your contacts, such as sending e-mail or editing the contact's information, by pointing to the contact's display picture wherever you see it, and then clicking an option on the flyout menu that appears.