

Categorizing emails

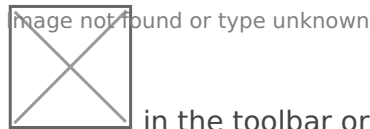
This feature is not yet publicly released. Sooooooon

Depending on the configuration, you have several options for categorizing emails. The following options are available:

- a colored label
- a flag

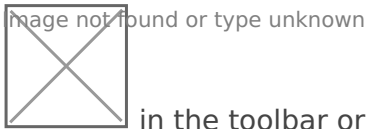
How to categorize an email:

1. Select one or several emails.



2. To add a colored label, click the **Set color** icon in the toolbar or in the detail view. Select a color.

In order to remove the label, again click the icon in the toolbar or in the detail view. Select **None**.



3. To add a flag, click the **Flag** icon in the toolbar or in the detail view.

You can also use the context menu in the email list.

To remove the flag, use one of the following methods:

- Again click the icon in the toolbar or in the detail view.
- Use the context menu in the email list.

Tip: To sort emails by flags, click on **Sort by** above the list.

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