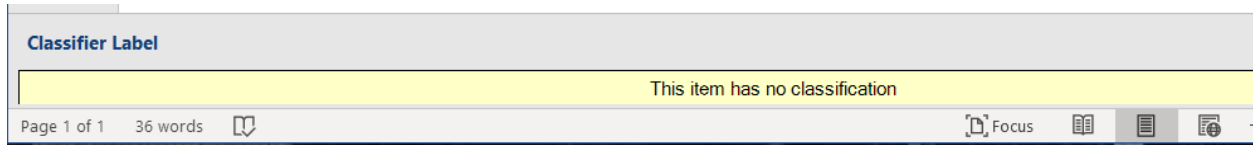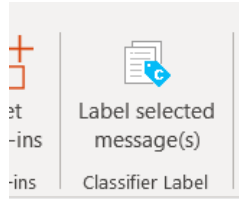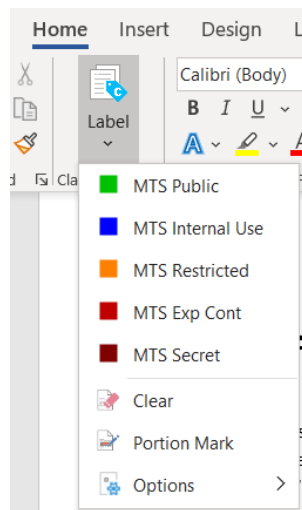# Using Boldon James Outlook Classifier

The Outlook classifier is almost identical to use as the Office classifier. In a selected Email) you will see a banner at the bottom of the document showing the Classifier Label, the default state is "No Classification"
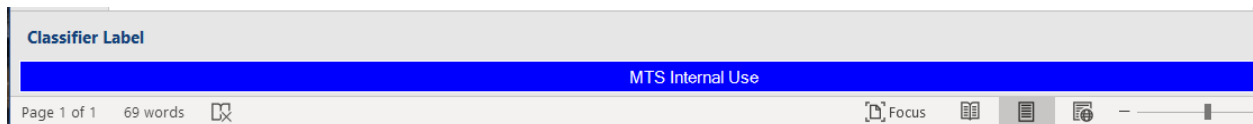

In the upper Right Corner of the Outlook screen, you will find the Label Icon on the ribbon.

Click on "Label" and select the classification for the document.

Once labeled the "Classifier Label will turn the color of the classification and show the label name.

When classifying a reply within your mailbox, there is currently one difference, the Label Icon is still on the right end of the ribbon, but the text is different.