

## 1 Modifying the List of Outlook Journal Entry Types

Although Journals seems to be one folder that not many Outlook users seem to use, we have found it indispensable in our own Outlook CRM Add-On, namely [MX-Contact](#), for recording details of phone calls, visits, etc.

Apart from the normal Categories field that most of us are familiar with, a Journal has an extra field known as **Entry Type**, which classifies the type of Journal being recorded. However, one of the (apparent) drawbacks of using Journal Entry Type as a means of classifying Journals is that you can't edit or add to the dropdown list for Entry Type.

This OutlookWise Tips & Tricks Sheet describes how to do this.

We look at:

[Using the Journal Entry Type Field](#) and then  
[Instructions for Changing the List](#)



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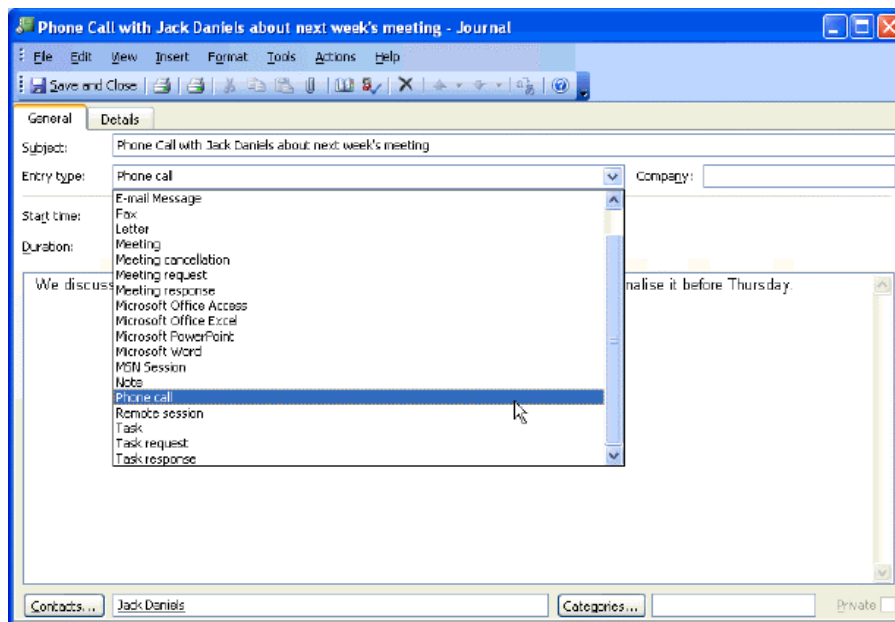
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## 2 Using the Journal Entry Type Field

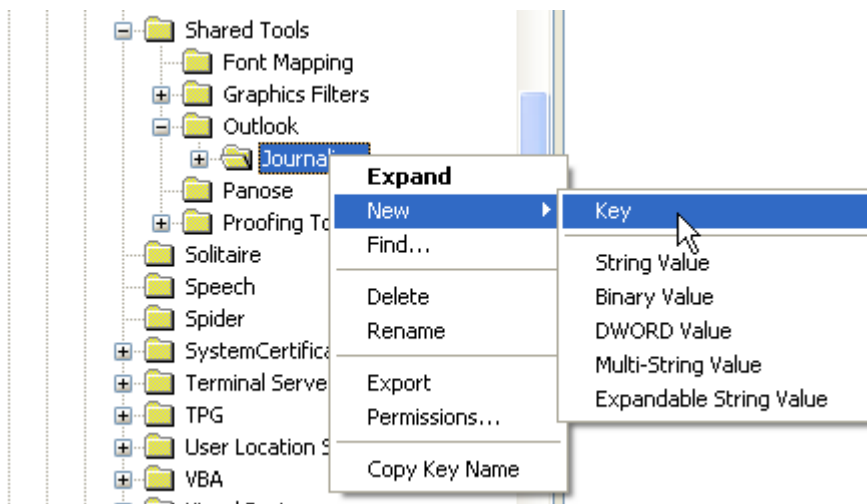
When adding a Journal you use the **Entry type** dropdown list to classify the type of Journal being recorded. For example to record a phone call you might add a Journal as follows:



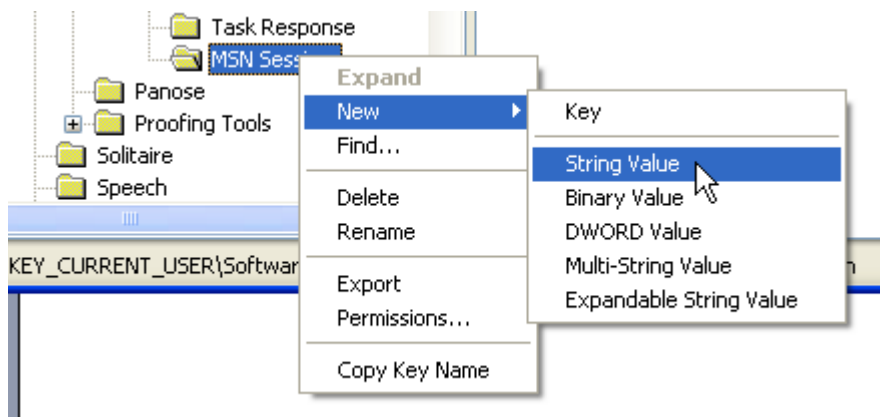
### 3 Instructions for Changing the List

Follow these steps to add an additional entry to the dropdown list for **Entry Type**. The example we will use is adding “**MSN Session**”:

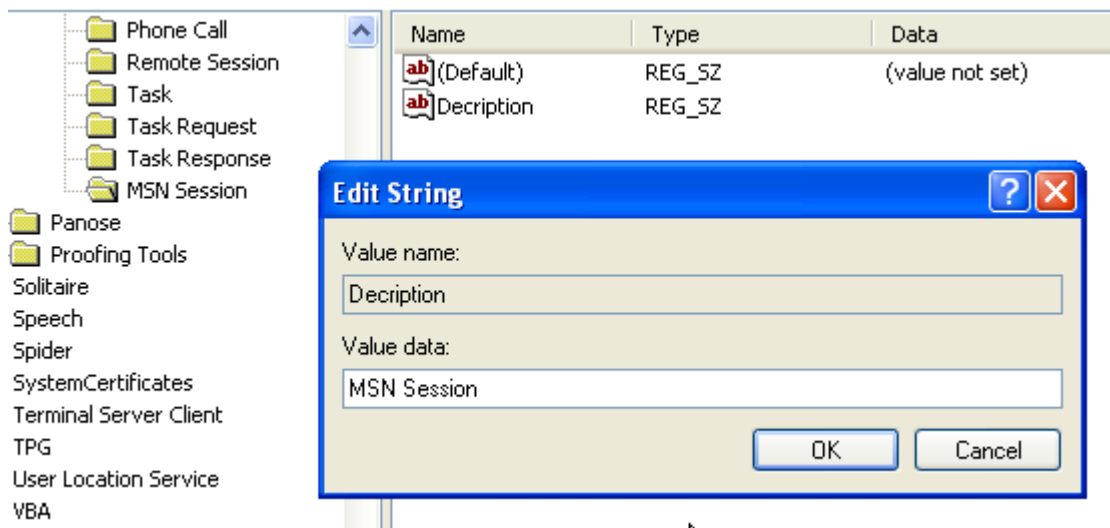
1. Open the **Registry Editor**. (Choose **Start, Run**; enter **regedit**; and click **OK**.)
2. Open the key **HKEY\_CURRENT\_USER\Software\Microsoft\Shared Tools\Outlook\Journaling**, by clicking on the “+” signs next to the folders (keys) and navigating down to **Journaling**.
3. Right-click **Journaling** and choose **New, Key**:



4. Rename the key based on what the new entry type will be. In this case we will name it “**MSN Session**”.
5. Right-click the key you just created and choose **New, String Value**:

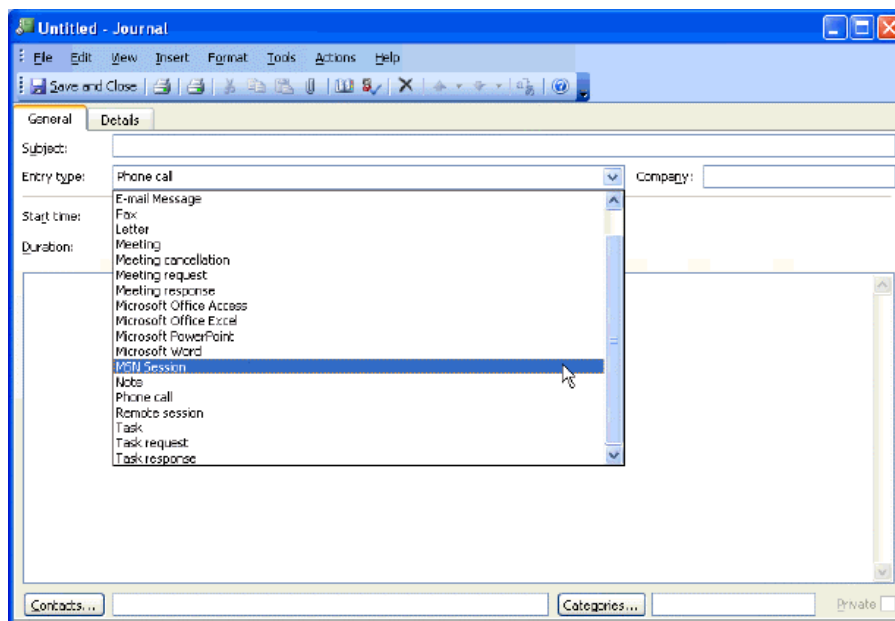


6. Rename the string value **Description**. Double-click the **Description** key you’ve just created, and set its **Value data** field to the text you want to appear in the **Entry Types** drop-down list, such as **MSN Session**.



- Click on **OK**. Close the Registry Editor.

After you have edited the registry to add the new entry type, it should appear on the journal entry form in the Entry Type drop-down list:



#### 4 About OutlookWise and ExchangeWise

[OutlookWise](#) is both a web site and newsletter aimed at keeping Microsoft® Outlook® users up-to-date with news, information and articles of interest on Outlook and Exchange Server, as well as reviews of add-on products and utilities, all geared to enhancing your knowledge of Outlook and increasing your productivity.

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If you would like to contribute an idea or article, or tell us about an exciting product or utility that complements Outlook and/or Exchange Server, please feel free to [e-mail](#) us.

OutlookWise is a service to the Outlook community from [ExchangeWise](#), which is a specialist software company focusing on the development and marketing of applications and utilities that enhance the functionality of Microsoft Outlook and Exchange Server.

OutlookWise is edited by [Brian Drury](#), founder of ExchangeWise, and the architect of [MX-Contact](#), a CRM, Contact Management and Sales Automation System for Microsoft Outlook. Brian has over 20 years experience in the IT industry and has focused on CRM, Messaging and Collaboration systems for the last 14 years.