Color Code E-Mail Messages To/From Specific People

From your Outlook

➢ Select the Folder you want to apply the rule to
➢ Click the View tab
➢ Select the View Settings icon

The Advance View Setting dialog box will appear

➢ Click on the Conditional Formatting box
➢ Hit the Add button
➢ In the Name field create a name for your rule
   For Example: Boss, Pres Office, etc.
➢ Select the Font button and change Color, Font, Style, Size to your liking
➢ Hit ok (Notice that your selection will appear in the preview box)
➢ Select the Condition button
➢ Under the Messages tab, choose whether you would like the rule to apply to messages coming “From” a specific person or “To” this individual
   (You can only pick one option even though the dialog box gives you the choice to use both the “From” and “To” fields)
➢ Hit *ok* three times

Any e-mails that were received/sent (depending on what option you chose) should have changed to your selected format
Color Code E-Mail Messages with Specific Text

From your Outlook

- Select the Folder you want to apply the rule to
- Click the View tab
- Select the View Settings icon

The Advance View Setting dialog box will appear

- Click on the Conditional Formatting box
- Hit the Add button
- In the “Name” field create a name for your rule
- Select the Font button and change Color, Font, Style, Size to your liking
- Hit ok (Notice that your selection will appear in the preview box)
- Select the Condition button
- In the “Search for the Word” box, insert the word you would like for Outlook to search and format
  For Example: Cohort
- In the “In” field, select subject field and message body from the drop box
- Tab to the Advanced tab and hit the enter button twice