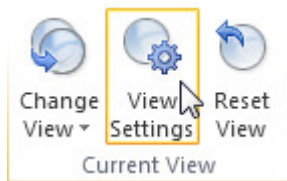


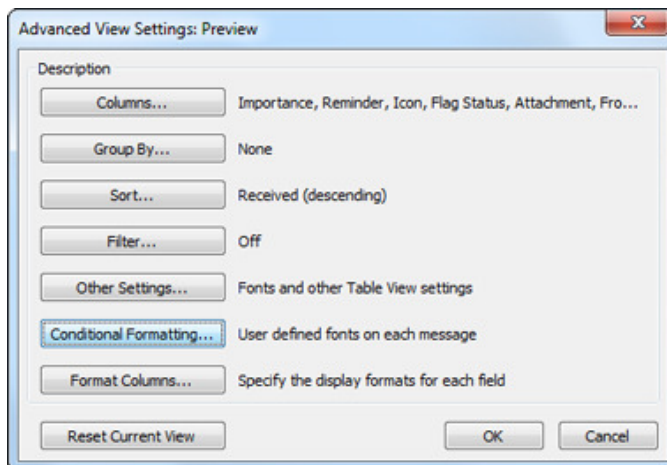
Automatically change incoming message colors and fonts based on sender, subject, or recipients (Outlook Client Only)

Create a conditional formatting rule

1. In Mail, click **View**.
2. In the **Current View** group, click **View Settings**.



1. In the **Advanced View Settings** dialog box, click **Conditional Formatting**.



A set of default rules appears. This includes the **Unread messages** rule. This rule makes unread messages appear bold in the message list. In addition, any conditional formatting rules that you created in the **Organize** pane with an earlier version of Outlook appear.

1. Do any of the following:
 - To delete a rule, click the rule, and then click **Delete**.
 - To temporarily turn off a rule, clear the check box for that rule.
 - To change the criteria for a rule, click the rule, and then click **Condition**.
 - To change the text formatting, click the rule, and then click **Font**.
 - To add a new conditional formatting rule, click **Add**, in the **Name** box, type a name, click **Font** to specify the formatting, and then click **Condition** to specify the criteria for this rule.

Example conditional formatting rules

Make all messages from John Kane appear in red

1. Click **Add**.
2. Enter a name for the rule.
3. Click **Font**.
4. Under **Color**, click **Red**.
5. Click **OK**.
6. Click **Condition**.
7. In the **From** box, type John Kane.

NOTE: The name must exactly match the full name that appears on messages that you receive.

1. In the **Filter, Conditional Formatting, and Advanced View Settings** dialog boxes, click **OK**.

Make all messages that contain the word Contoso in the subject appear green

1. Click **Add**.
2. Enter a name for the rule.
3. Click **Font**.
4. Under **Color**, click **Green**.
5. Click **OK**.
6. Click **Condition**.
7. In the **Search for the word(s)** box, type Contoso.
8. In the **Filter, Conditional Formatting, and Advanced View Settings** dialog boxes, click **OK**.

Make all messages that contain the word holiday in the subject or message body appear blue

1. Click **Add**.
2. Enter a name for the rule.
3. Click **Font**.
4. Under **Color**, click **Blue**.
5. Click **OK**.
6. Click **Condition**.
7. In the **Search for the word(s)** box, type holiday.
8. In the **Filter, Conditional Formatting, and Advanced View Settings** dialog boxes, click **OK**.

Example: Unread New Email will show up in Bold Font in outlook Client.

The screenshot displays the Outlook interface with three dialog boxes open to configure the 'Unread messages' rule. In the top-left corner, the 'View' tab is active, and the 'View Settings' button is circled in red. The 'Advanced View Settings: Compact' dialog box is open, with the 'Conditional Formatting...' button circled in red. The 'Conditional Formatting' dialog box is also open, showing the 'Unread messages' rule selected and circled in red. The 'Properties of selected rule' section shows the font set to '11 pt. Segoe UI'. The 'Font' dialog box is open, with 'Bold' selected in the 'Font style' list and circled in red. An orange arrow points to a text box that reads: 'New unread email will popup with bold font on your Outlook.' Below this, an email preview for 'sagar patel' is shown with the name in bold.

File Home Send / Receive Folder View Developer ADOBE PDF Tell me what you want to do

Change View Settings View Show as Conversations Conversation Settings Message Preview

Advanced View Settings: Compact

Description

Columns... Importance, Reminder, Icon, Flag Status, Attachment, Fr...

Group By... None

Sort... Received (descending)

Filter... Off

Other Settings... Fonts and other Table View settings

Conditional Formatting... User defined fonts on each message

Format Columns... Specify the display formats for each field

Reset Current View OK Cancel

Conditional Formatting

Rules for this view:

- Unread messages
- Thread group leaders
- Submitted but not sent
- Expired email
- Overdue email
- Messages in other folders
- Site Mailbox document pending uploa

Properties of selected rule

Name: Unread messages

Font... 11 pt. Segoe UI

Condition... OK Cancel

Font

Font: Segoe UI

Font style: Bold

Size: Normal

OK Cancel

Effects

Strikeout

Underline

Color: Custom

Script: Western

Sample

AaBbYyZz

New unread email will popup with bold font on your Outlook.

sagar patel

Test

Test Email

11:04 AM

@testgroupb

You've joined the @testgro... Mon 1:36 PM

Welcome to the

@testgroupb