

## Set e-mails from "your boss" (or anyone) in a different color

(i.e. e-mail from "Jane" comes in red letters)

This is many steps, but you only have to set it once!

1. While looking at the e-mail screen, choose from the "View" ribbon the "View Settings" button.



2. From the "View Settings" box, click on the "Conditional Formatting" button.



3. From the "Conditional Formatting" window, click "Add" button.

Unread mess Unread grou	sages Ip headers		Add
Submitted by Expired e-ma	ut not sent ail		Delete
Messages in	other folders		Move Up
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operties of s	elected rule		
me:	Unread messages		
Frat	8 pt. Segoe UI		

4. From "Add", name the rule "From Jane" (or whoever you want it from). Then click on the Condition" button.

Unread grou	ages n headers	~	Add	
Submitted but not sent Expired e-mail Overdue e-mail			Delete	
Messages in From Jane	other folders		Move Up	
		+	Move Down	
roperties of se	elected rule			
ame:	From Jane			
Font	8 pt. Segoe UI			
	100			
roperties of se ame: Font	elected rule From Jane 8 pt. Segoe UI		1 <u></u>	



5. In the "Filter" Window, click on "From" button to see your contacts list.



6. In the Contacts list, choose the person from your Contacts list(1). Then click on "From" button (2). Then click "OK" (3).

	Go Contacts - btavlor@aslanso	olutions.com - Advanced Find
Name	Display Name	E-mail Address
& Stowe, Jim	lim Stowe (iimsto2@triad.rr.com)	imsto2@triad.rr.com
Stowe, Jim	lim Stowe (imsto2@botmail.com)	jimsto2@hotmail.com
© Suits Steven	Steven Suits (sosuits@gmail.com)	spsuits@gmail.com
S Taylor, Barry	Barry Taylor (bot@bellsouth.net)	bat@bellsouth.net
S couple bally	Taylor, Barry (Business Eax)	Barry Taylor @+1 (336) 288-2319
🛭 🎎 Taylor, Jane	janetaylor@bellsouth.net	janetaylor@bellsouth.net
Taylor, Jane	Jane Taylor (JaneTaylor@bellsouth	.n JaneTaylor@bellsouth.net
8 Titus, Aaron	Aaron Titus (titus@mailaps.org)	titus@mailaps.org
& Titus, Kim	Kim Titus (ktitus@mailaps.org)	ktitus@mailaps.org
& Upper, George	George Upper (gupper@LibertyHan	d gupper@LibertyHardware.com
8 Wallace, Ramona	Ramona Wallace (rwallace@tycoele	ct rwallace@tycoelectronics.com
& Wendy Wotring	Wendy Wotring (wwontring@theco	lo wwontring@thecolonialgroup.com
& Wotring, Wendy	Wendy Wotrina (wwotrina@thecolo	ni wwotring@thecolonialgroup.com

7. You are returned to the "Conditional Formatting" window. Now click on the "Font" button.



8. From the "Font" window, choose the color of the font for all of the e-mails from this person.



9. Click on "OK" as many times as it takes to return to your e-mail view of Outlook. From now on, all of the e-mails from that person will be the color you chose.