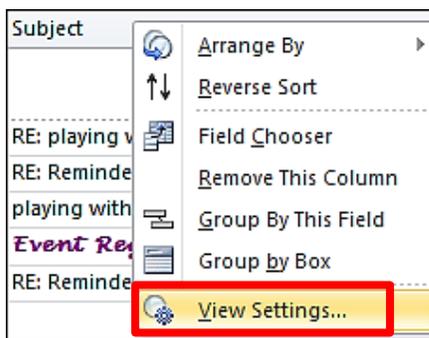


## Microsoft Outlook 2013: Using Conditional Formatting

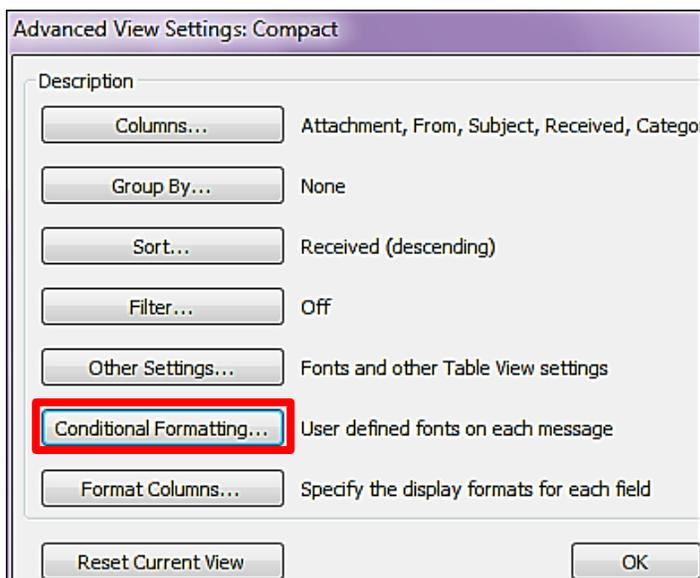
Do you get emails for certain users, with certain subjects or even those that are only address to you that you want to immediately show up as a certain color because you need to address them right away? You can set colors, fonts and styles using the Conditional Formatting in Outlook. It is easy to set up following these instructions below.

To get into the **Conditional Formatting** first be sure you are in the Inbox folder of emails in Outlook.

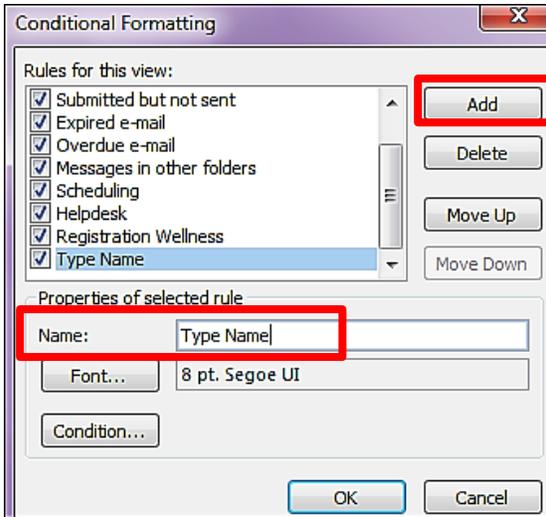
Right mouse click anywhere on the bar across the top of your emails and choose **View Settings**.



Click on the **Conditional Formatting** button.



The **Conditional Formatting** window appears where you will need to click on **Add** to start the process of creating a **Conditional Formatting** rule. Every new rule will need a **Name**.



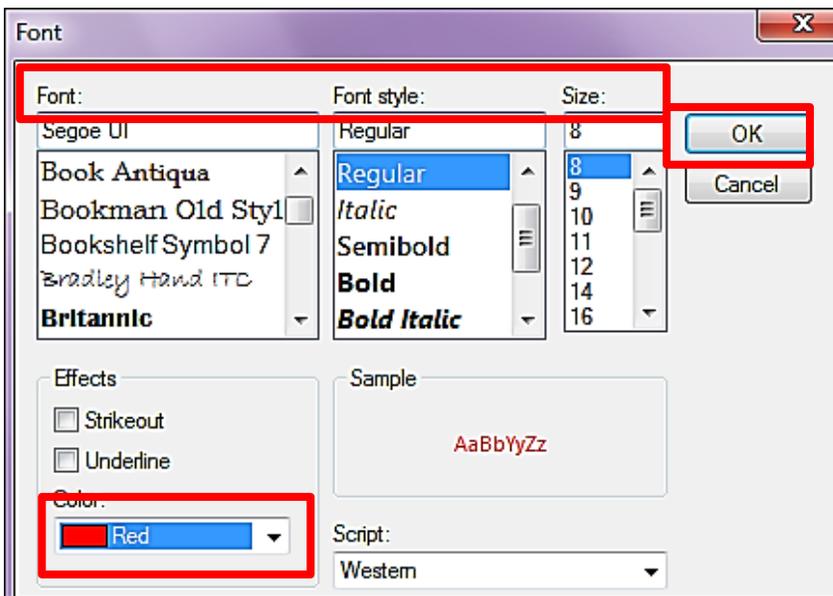
### How to make certain messages from a person appear in red.

Follow the steps above on the first page of this tutorial and give this a name of the person's whose emails that you want to appear as a certain color.

Click the **Font** button as shown in the above screen shot.



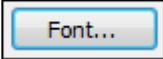
The **Font** dialog box appears where you can choose, **Font, Style, Size** and **Color**. Click **OK** when finished.



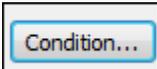
Click **OK** at the **Conditional Formatting & Advanced View Settings** boxes to then be back into your Inbox. It's that easy. Anytime you want to turn this off go back into the same place and **Delete** the rule.

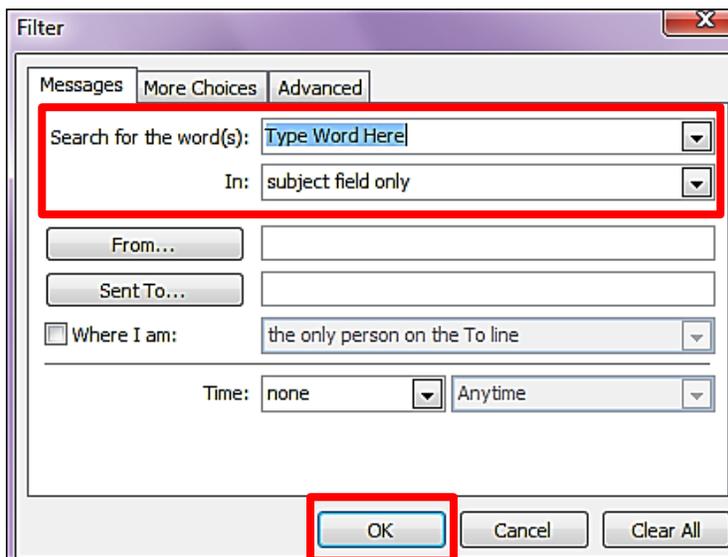
**How to make all messages that contain the certain word in the subject or text body appear green.**

Follow the steps above on the first page of this tutorial and give this rule a name of the subject in the emails that you want to appear as a certain color.

Click the **Font** button  on the **Conditional Formatting** dialog box.

The **Font** dialog box appears where you can choose, **Font, Style, Size** and **Color**. Click **OK** when finished. See dialog box example above.

Click the **Condition** button  on the **Conditional Formatting** dialog box.



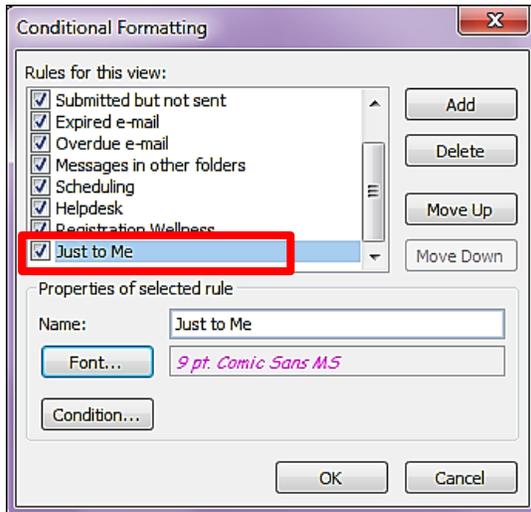
In the **Search for the word(s) box**, type the word that would appear on the Subject of an email that you want to appear as a certain color. Notice in the drop down by **In** you can choose **subject field and message body** also.

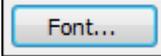


Click **OK** on the **Filter, Conditional Formatting,** and **Advanced View Settings** dialog boxes to get back into the Inbox of Outlook.

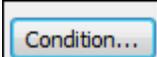
**Make all messages that I am the only person in the To will appear blue.**

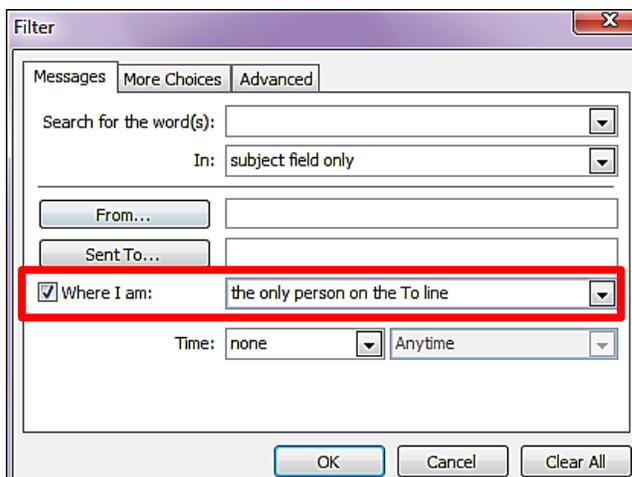
Follow the steps above on the first page of this tutorial and give this rule a name (**I Used Just to Me**) for the emails that you want to appear as a certain color that you are the only one listed in the **To** field.



Click the **Font** button  on the **Conditional Formatting** dialog box above.

The **Font** dialog box appears where you can choose, **Font, Style, Size** and **Color**. Click **OK** when finished. See example on page 2 of this tutorial.

Click the **Condition** button  on the **Conditional Formatting** dialog box.



Put a check in the **Where I am: the only person on the To line**.

Click **OK** on the **Filter, Conditional Formatting,** and **Advanced View Settings** dialog boxes to get back into the Inbox of Outlook.