DO YOU KNOW?

How to create conditional formatting for customized mails color & font in outlook.
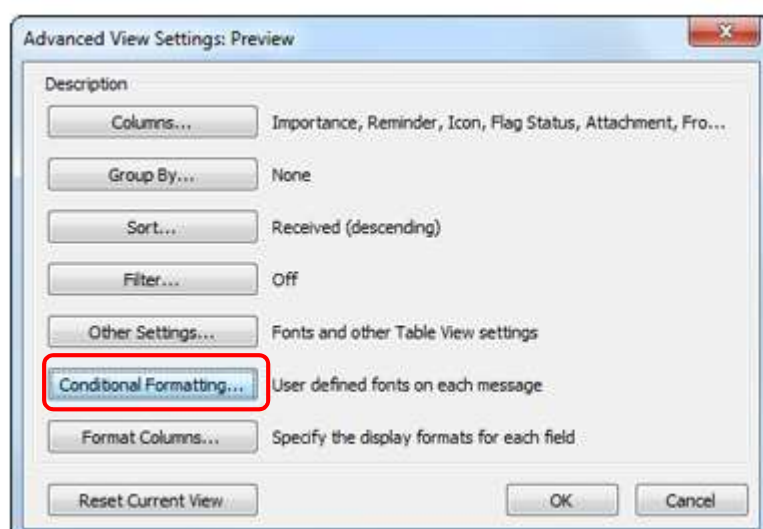
Description:

Automatically change incoming message colours and fonts based on sender, subject, or recipients

Step 1. In Mail, click **View**.

Step 2. In the **Current View** group, click **View Settings**.

Step 3. 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.

Can be done 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.

Sample Example: Make all messages from XYZ 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 XYZ.

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

THANK YOU