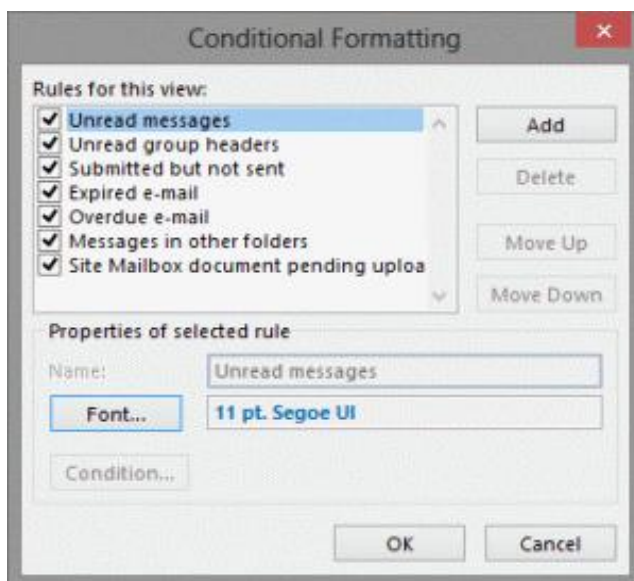


DO YOU KNOW

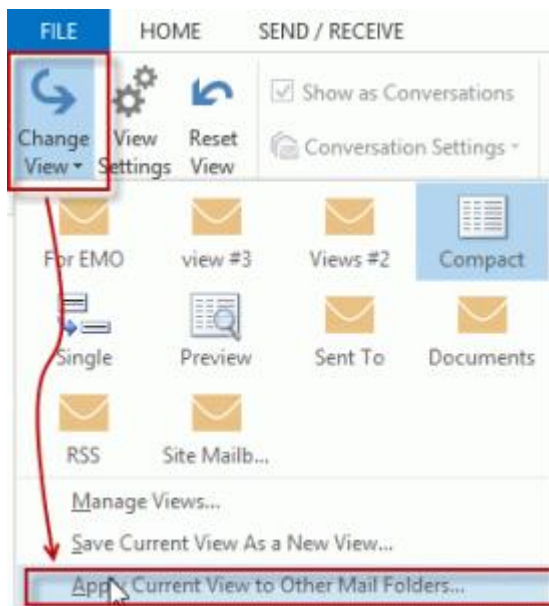
How to Change the color of messages in the Inbox?

Description: How do you change the obnoxious color of the email headers on Outlook 2013? The email headers are all this distracting and obnoxious cobalt blue.

1. The message list in Outlook 2013 and older doesn't have "obnoxious colors", but you can change the colors or create new formatting rules using Conditional formatting, also known as automatic formatting.
2. In Outlook 2013 switch to the View ribbon then select View Settings. Click on Conditional Formatting, Select Unread message color, the Font and select a better color.



3. Return to Outlook then apply the view to all folders from View > Change View > Apply Current View to Other Mail Folders.



4. Select the folders or mailboxes you want to apply the view to.

THANK YOU

