

## DO YOU KNOW?

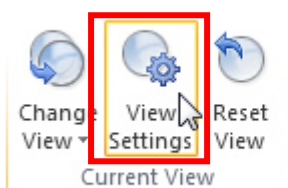
# How to create conditional formatting for customized mails color & font in outlook.

Description:

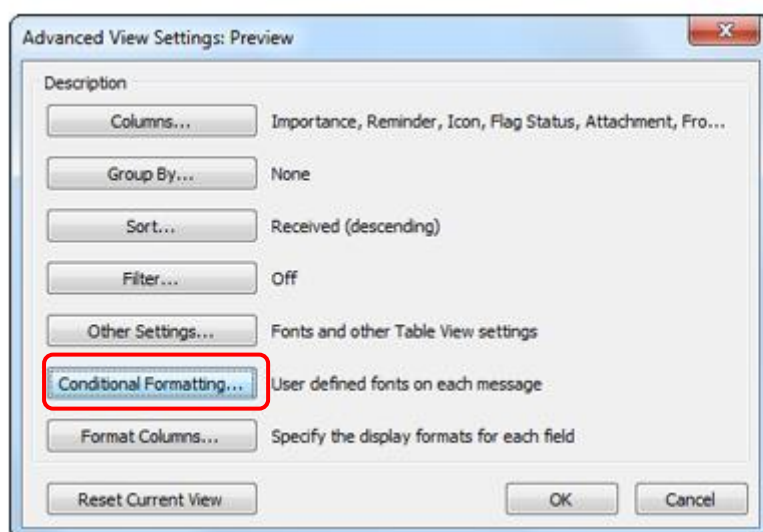
Conditional formatting is a way to make the incoming messages that meet defined conditions stand out in the message list by using color, fonts, and styles. You specify conditions that an incoming message should meet, such as a sender's name or email address, and then conditional formatting is applied only to those messages.

**Step 1.** In outlook, click **View** tab.

**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.

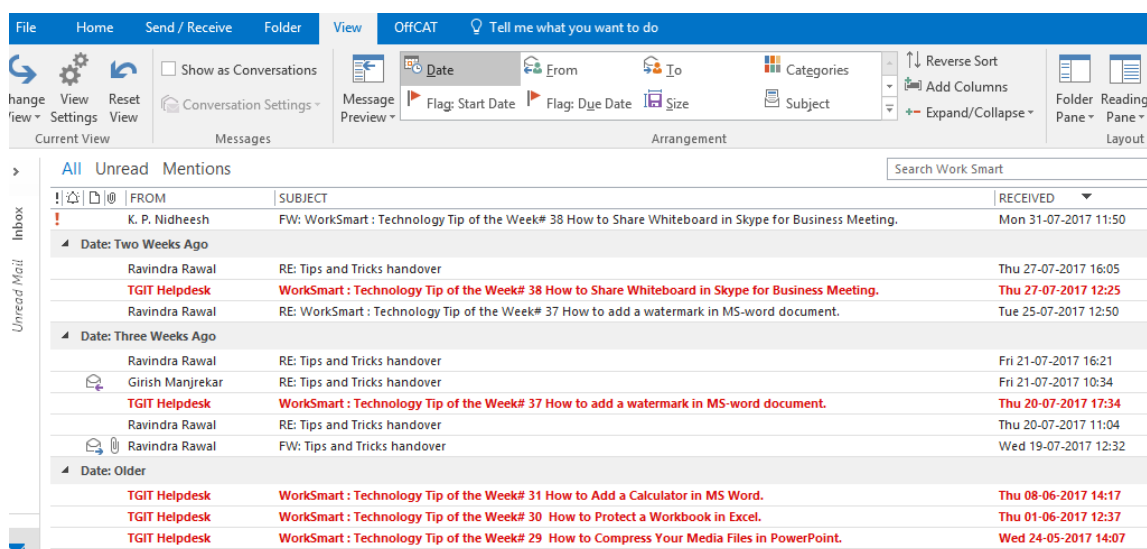
### Can be done any of the following:

- 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 “TGIT Helpdesk” 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 “TGIT helpdesk”

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



**THANK YOU**