

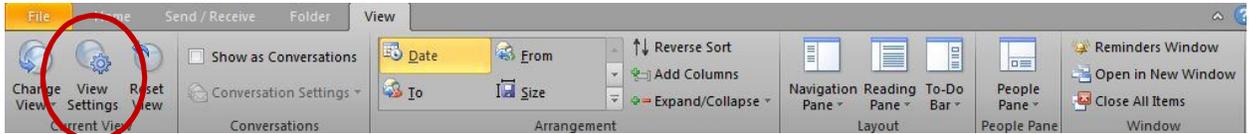


## Set e-mails from “your boss” (or anyone) in a different color

(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.



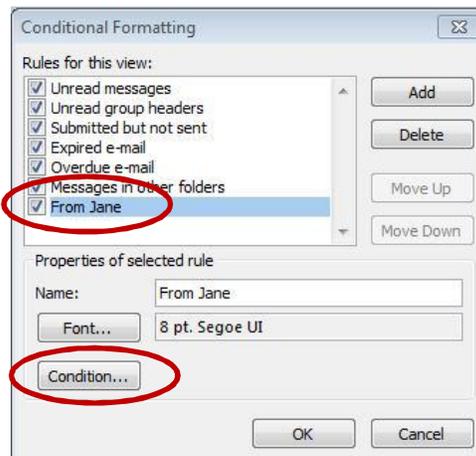
2. From the “View Settings” box, click on the “Conditional Formatting” button.



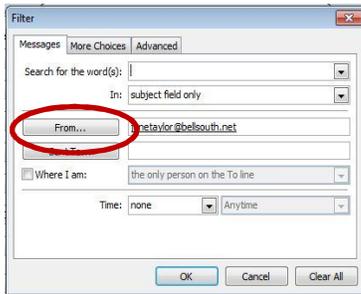
3. From the “Conditional Formatting” window, click “Add” button.



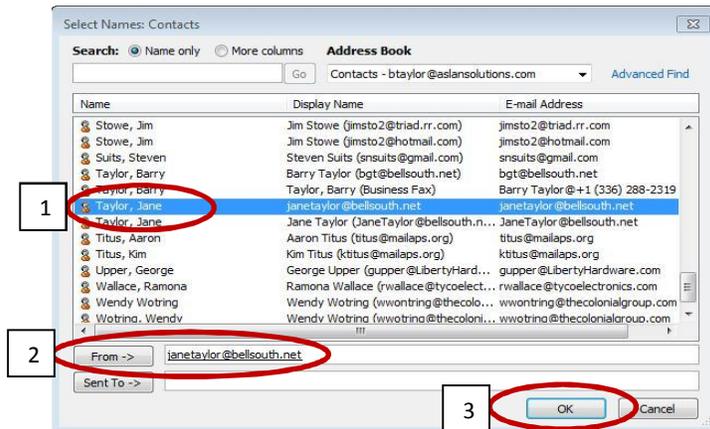
4. From “Add”, name the rule “From Jane” (or whoever you want it from). Then click on the “Condition” button.



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



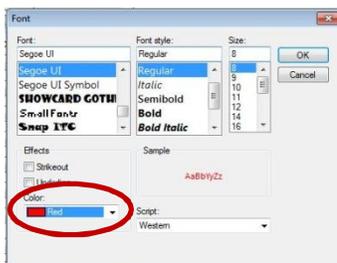
- In the Contacts list, choose the person from your Contacts list(1). Then click on "From" button (2). Then click "OK" (3).



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



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



- 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.