

How to Apply Color to Messages in Outlook

MICROSOFT® OUTLOOK 2013

OKLAHOMA DEPARTMENT OF CORRECTIONS
APRIL 2016

Course Information

- Course name: How to Apply Color to Messages in Outlook
- Course author and date: Scott Magoon, April 2016
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- Copyright clearance: N/A

Course Objective:

By the end of this lesson students should be able to:

- Add color to identify email messages in Microsoft Outlook 2013.

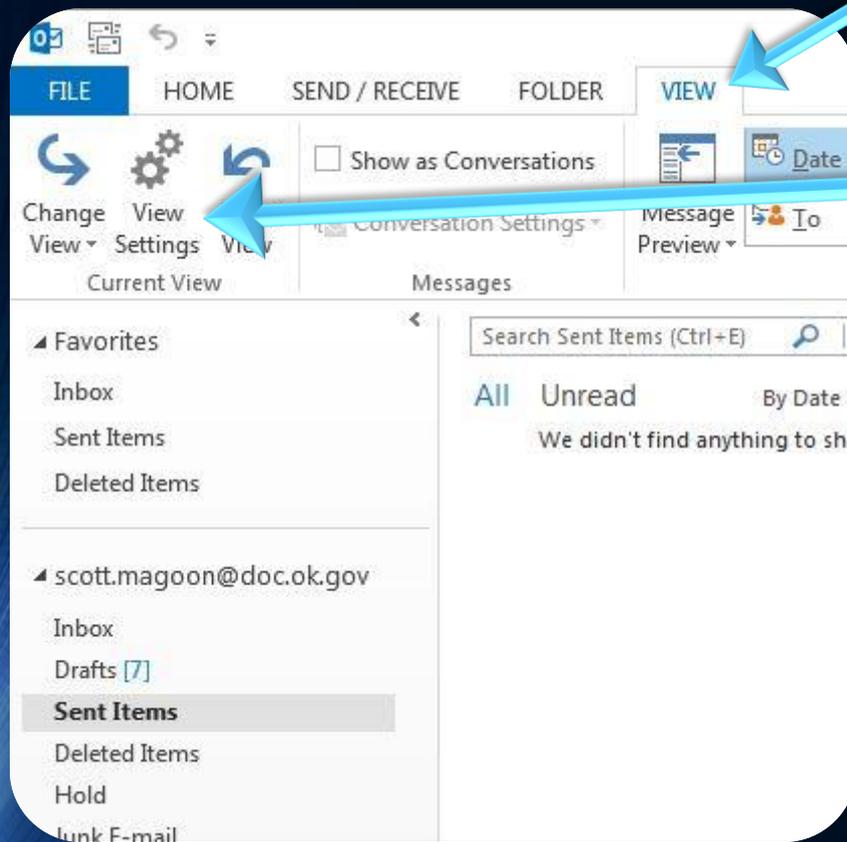


Have you ever missed an important email from the boss and wished there was a way to get alerted when you get them?

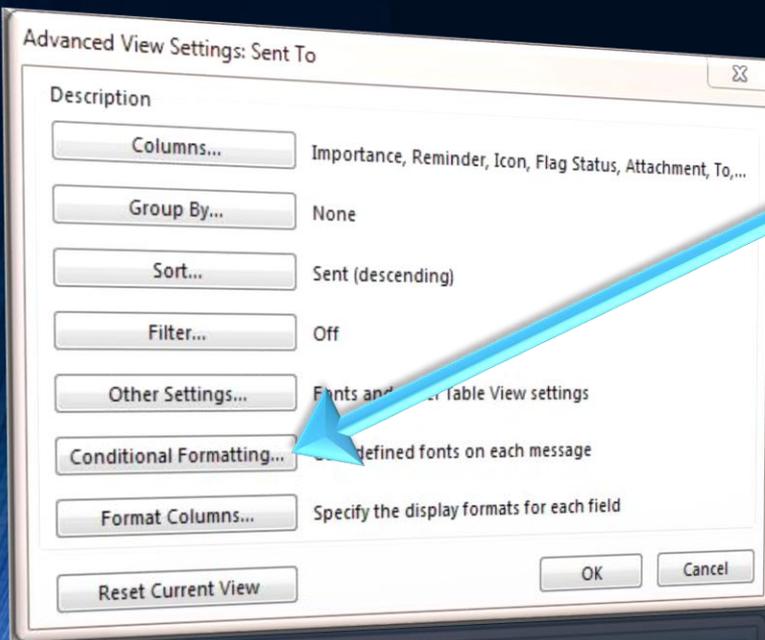
Well there is!

In the next few slides we will show you how to set up rules to change the color of emails as they come into your Inbox so you can instantly tell who they are from based on color.

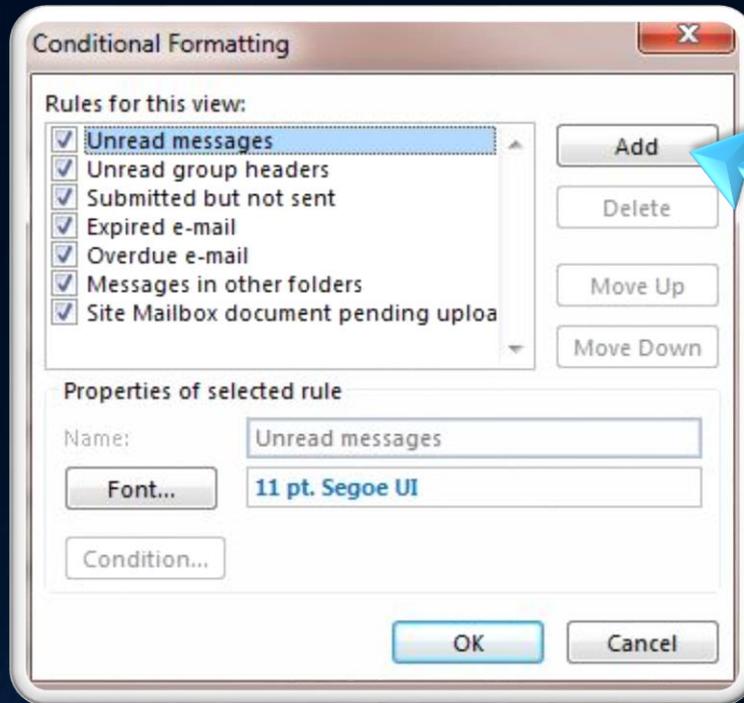




- First, click on the view menu tab at the top of your Outlook Inbox.
- Then click on the “View Settings” button in the Current View group.

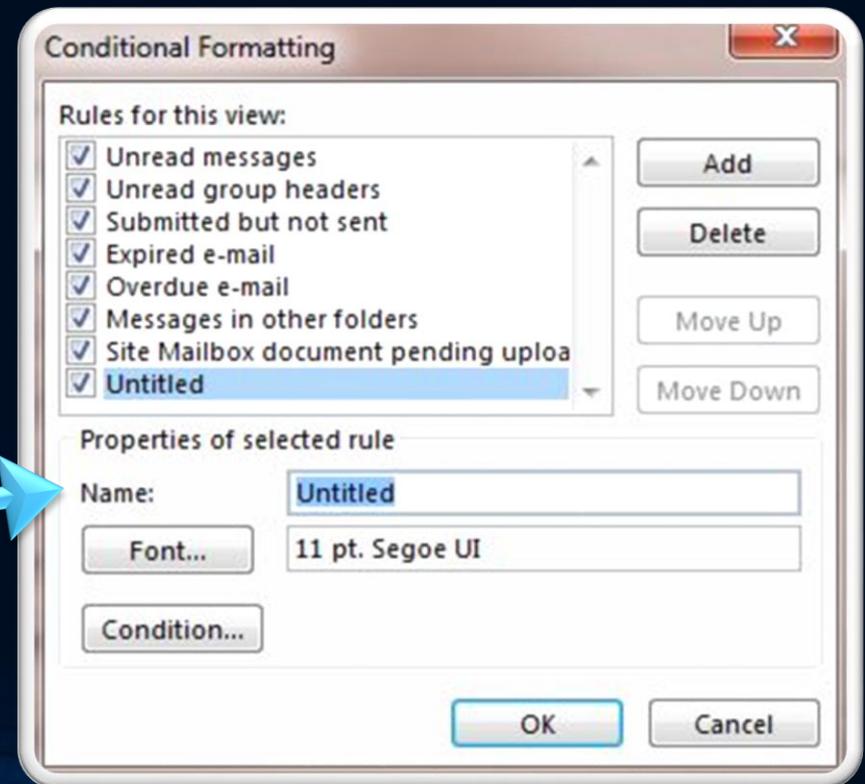


- The “Advanced View Settings Sent to” dialog box will then open
- Then click the “Conditional Formatting...” button

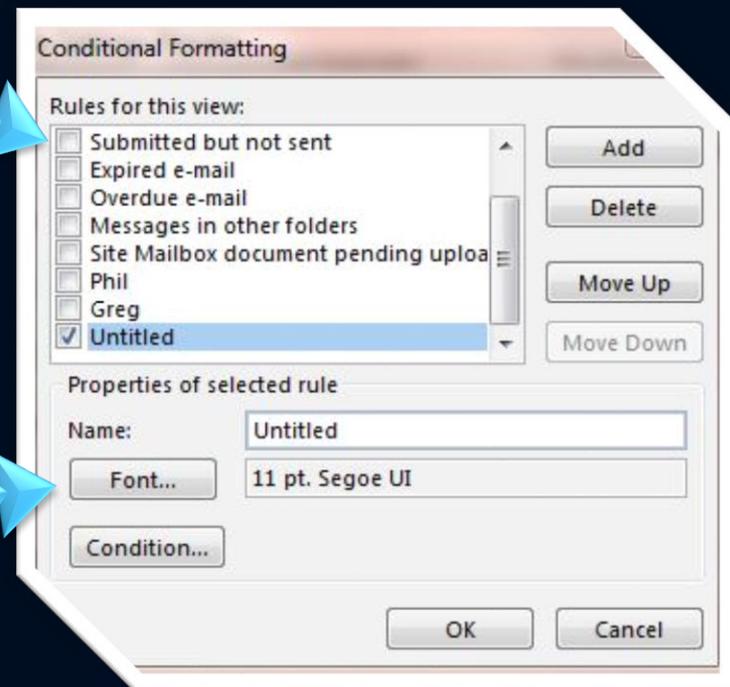


- The “Conditional Formatting” dialog box will open
- Click the Add button

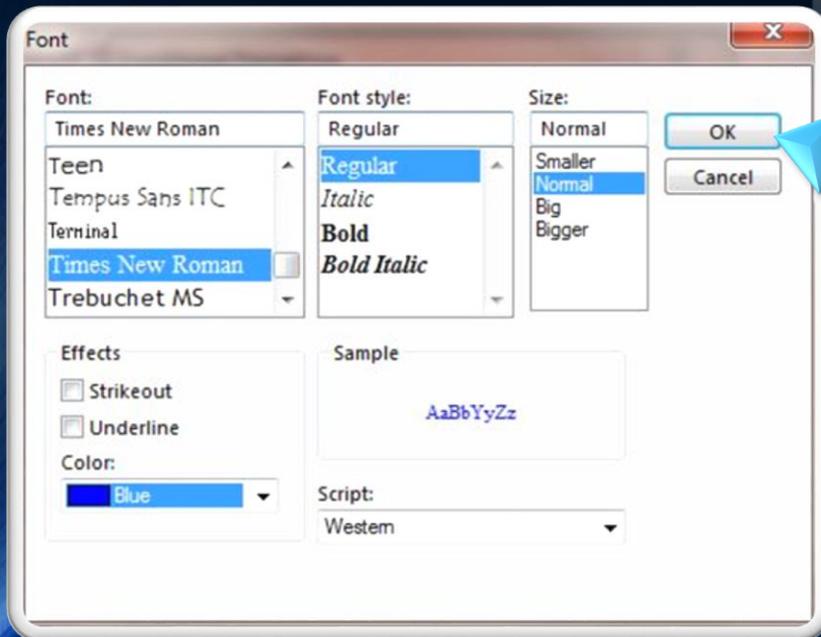
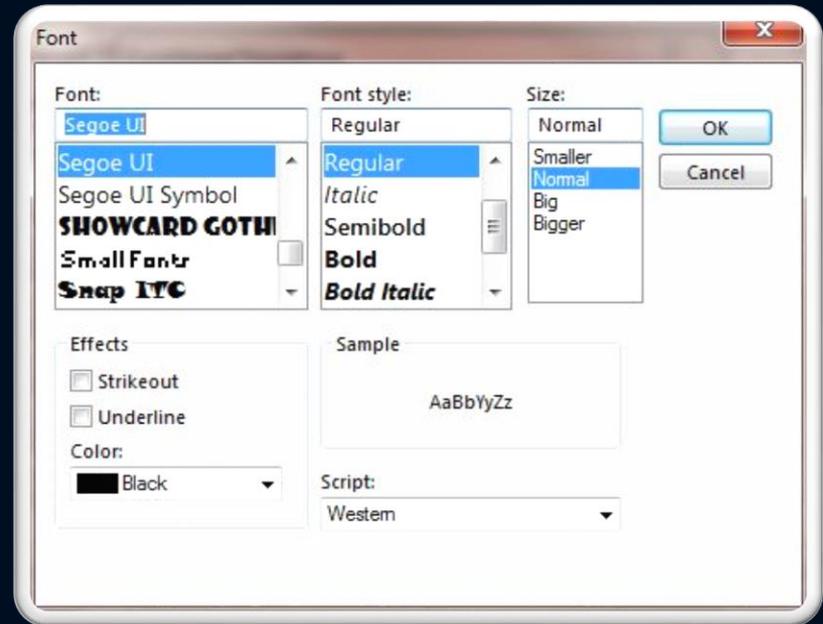
The “Name:” box becomes un-greyed out and you can type in the name you want



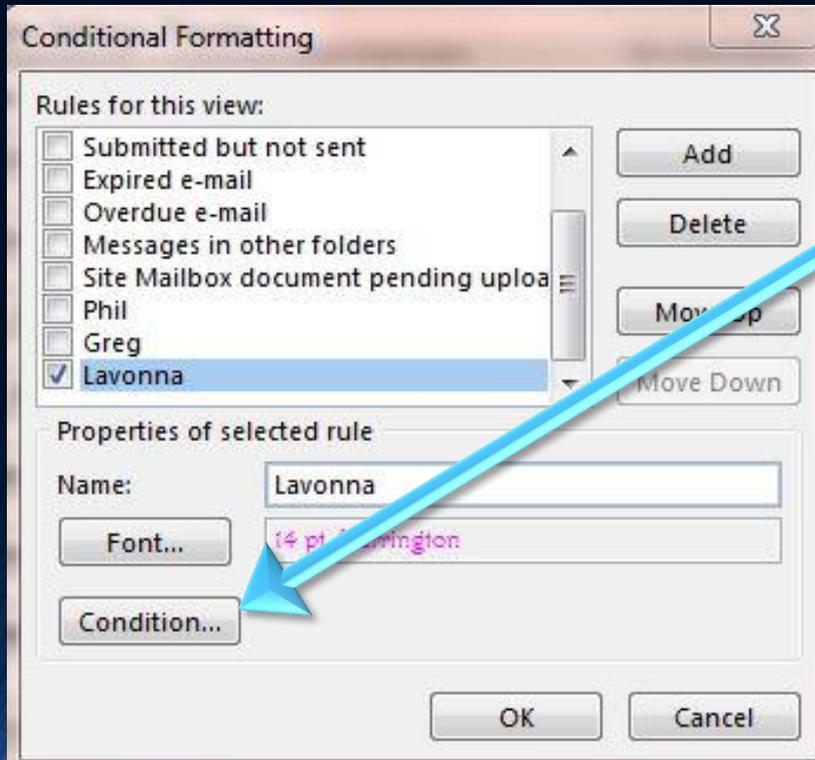
- Make sure that you uncheck all the "Rules for this view:" **except** your new name otherwise your color change will apply to all instead of to just your new rule. Also make sure that your new rule is highlighted in blue as shown, otherwise click on it.
- Then click on the "Font..." button to change the font, color size.



- The Font dialog box will open and you can change the Font, Color, Font Style and Size to make your new rule more apparent when you receive an email from this person (**Note:** *Don't use the color red otherwise you wont be able to distinguish messages that have been flagged as important.*)



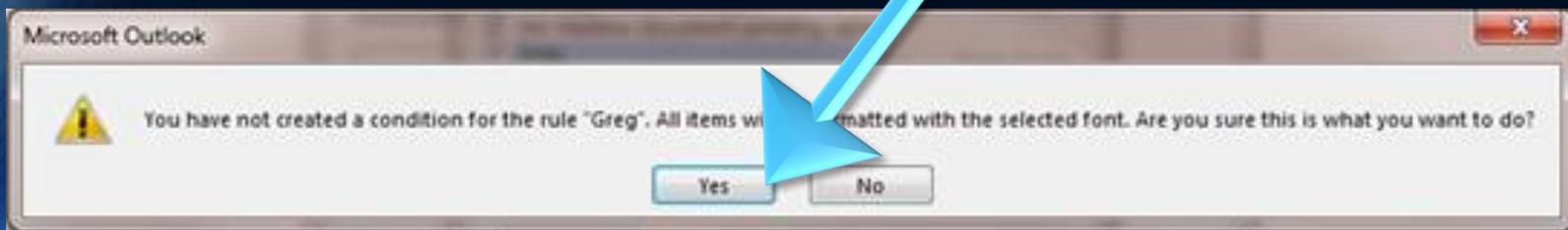
Once you have made your selections click the OK button to return to the Conditional Formatting dialog box.

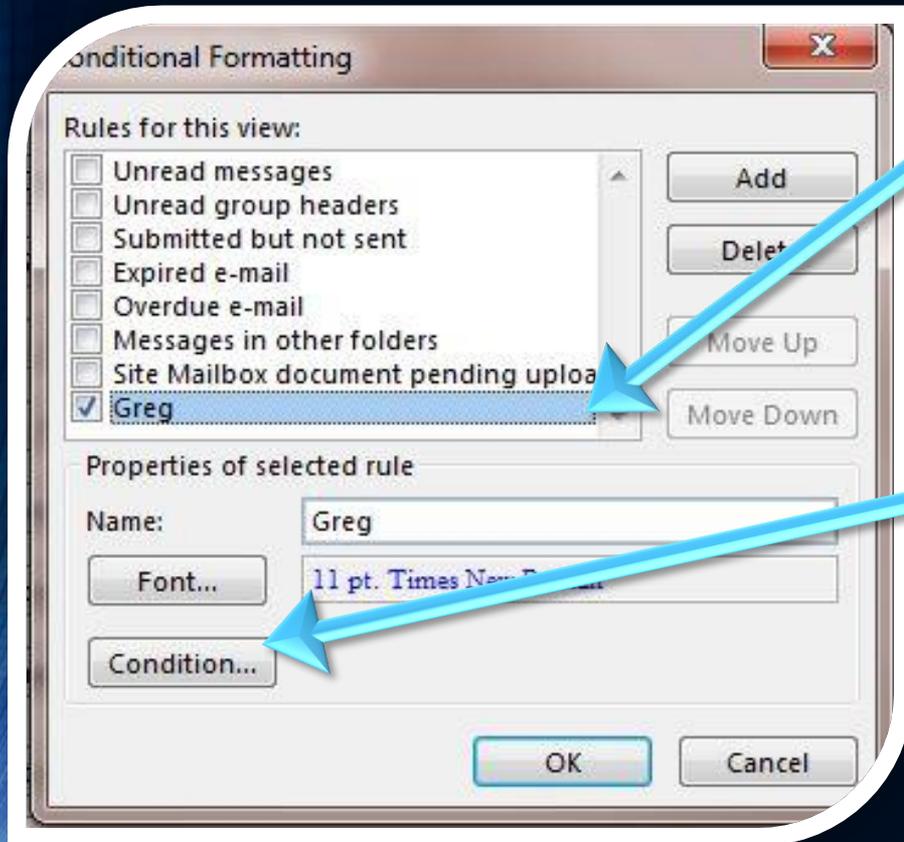


- Now your new rule shows the name and what font, color and size you have selected.

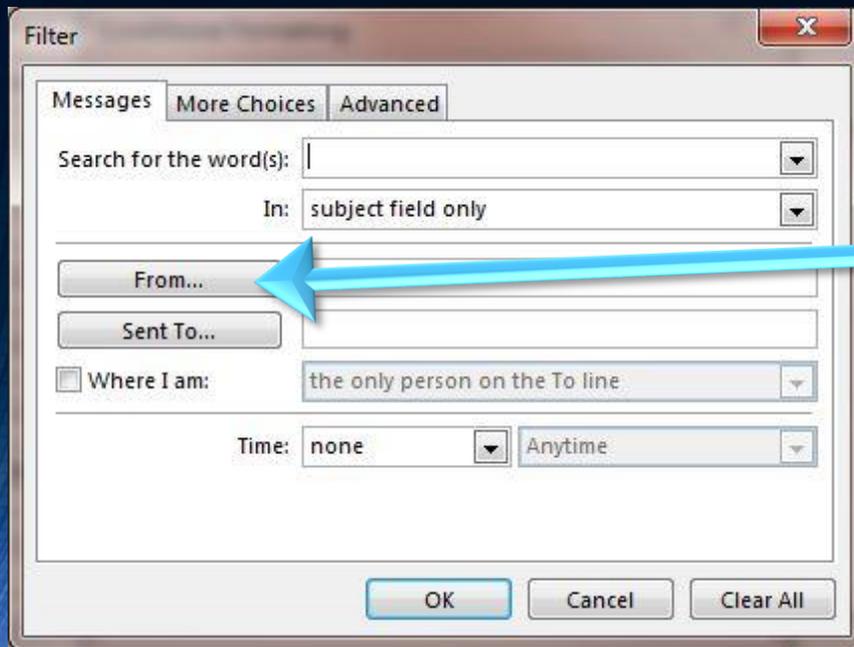
- Click on the button "Condition..."

- You may get a warning box like the one shown below. If you do ensure only your new rule/name is checked and select "Yes"

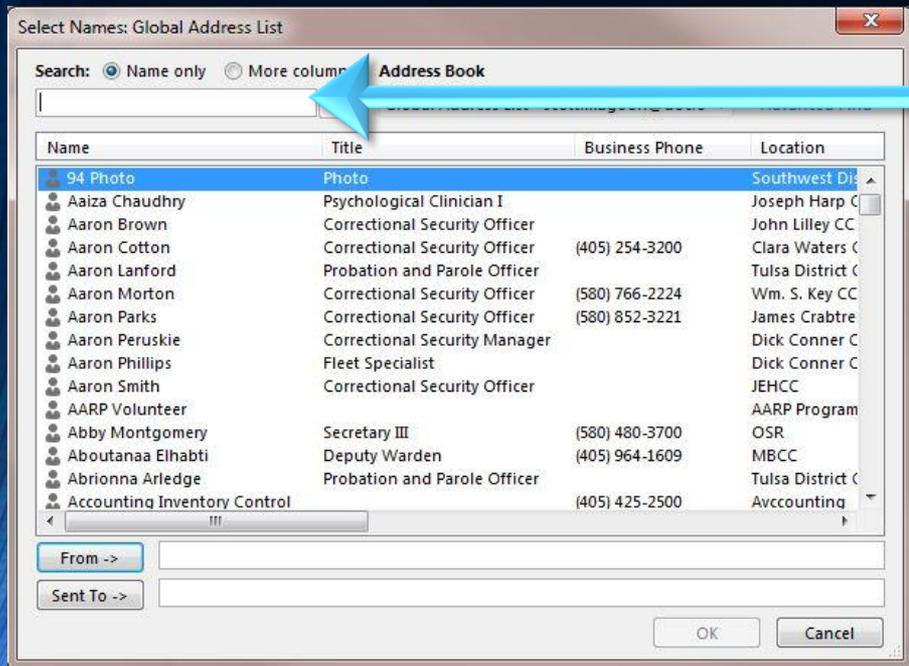




- Ensure your new rule/name is highlighted
- Then click the "Condition..." button



- A “Filter” dialog box will open
- You can now use any of the criteria in this box to recolor your email
- For our purposes we will click on the “From...” button (which indicates email sent from a specific person)



- The Global Address List select names dialog box will open
- Type in the person's name in the search box or scroll through the list to select the individual

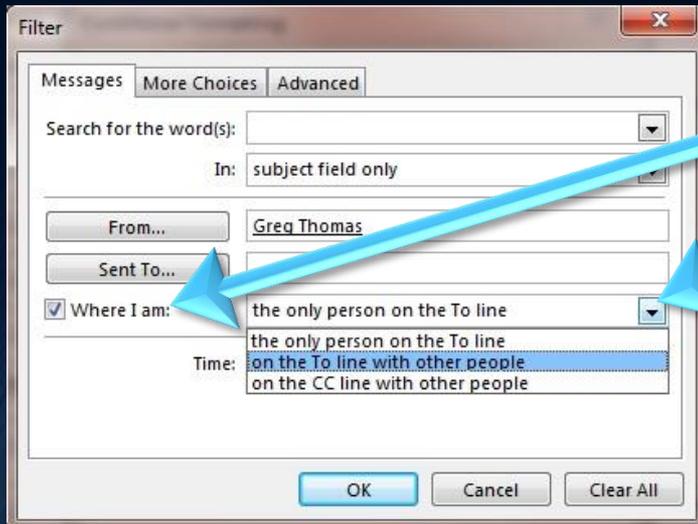
- Highlight the person's name and then click the "From_>" button to select.
- Then select the "OK" button to finish.

Select Names: Global Address List

Search: Name only More columns **Address Book**

Greg Global Address List - scott.magoon@doc.o

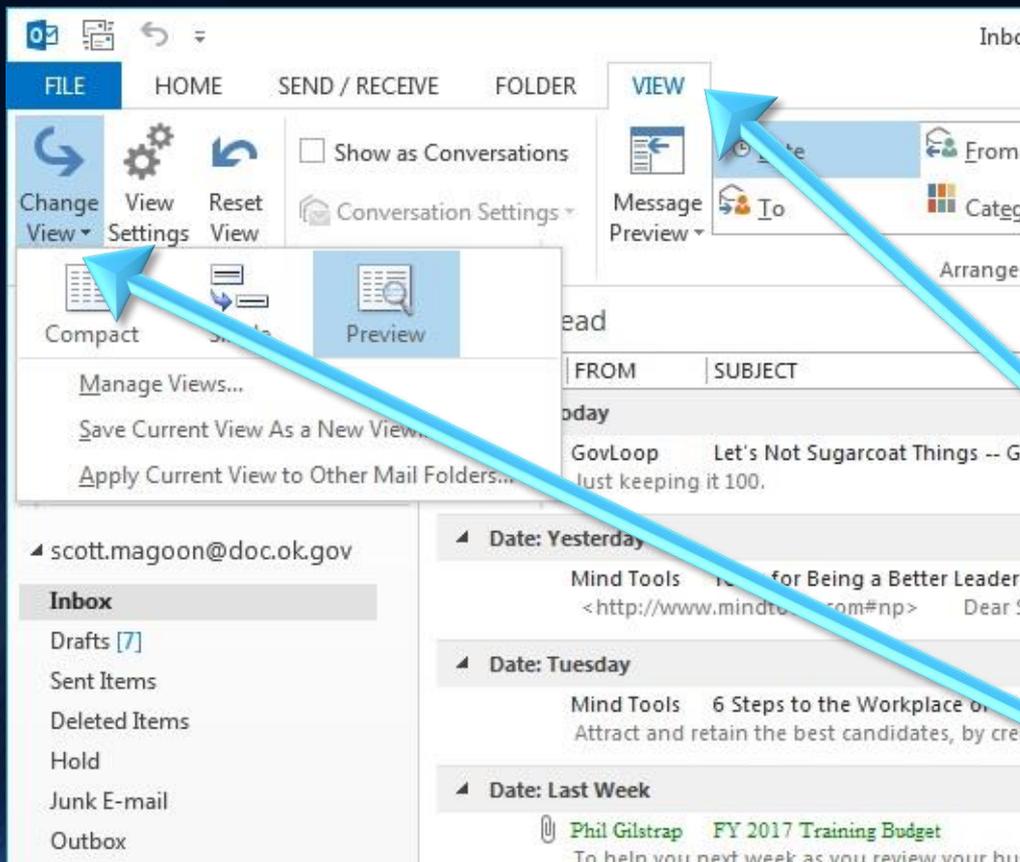
Name	Title	Business Phone	Location
Greg Breslin	Deputy Warden	(918) 683-8365	Eddie Warrior
Greg Brooks	Compliance Review Specialist		Auditing & Cc
Greg Foreman	Correctional Security Officer		Northeast Okl
Greg Garison	Psychological Clinician	(580) 346-7301	Mack Alford C
Greg James	CTU Correctional Security Officer	(918) 421-3399	Jackie Branno
Greg Kinnison	Unit Manager	(580) 480-3700	OSR
Greg Lyon	Correctional Teacher II		Bill Johnson C
Greg Martin	Case Manager	(580) 480-3700	OSR
Greg Palmer	Mental Health Unit	(405) 964-3020	Mabel Bassett
Greg Prock	Unit Manager	(405) 527-5676	LARC
Greg Schwerdtfeger	Correctional Security Officer I		Bill Johnson C
Greg Thomas	Chief Administrator		Employee Serv
Greg Williams	Administrator		Private Prisons
Gregory Law	Correctional Security Officer	(405) 379-7296	Earl Davis CW
Gregory Stockton	Correctional Security Manager		Jess Dunn CC



- The individual's name you selected will appear in the From field
- Check the "Where I am:" checkbox
- Select the drop down menu arrow to see the choices.
- Highlight one of the choices to select
- Then select the OK button to finish



- The Filter dialog disappears and takes you back to the Conditional Formatting dialog box.
- If you want to add more people than follow the previous steps otherwise...
- Go back and recheck the other items in the Rules for this view:
- Select OK button to finish



- The items that match your new rule should now be visible in your Inbox
- If you can't see any changes you need to:
- Click on the "VIEW" menu tab at the top of your Outlook Inbox.
- Click on the "Change View" button
- Change the view of your inbox from compact to Preview



- If you are still not seeing your new colors after changing your View than go back to the Conditional Formatting dialog box and ensure that everything is checked

Conclusion:

- This simple technique should enable you to highlight important information or task emails from the individuals you need to respond to quickly.
- You can use this technique in a number of different ways so do not be afraid to have some fun and experiment!

