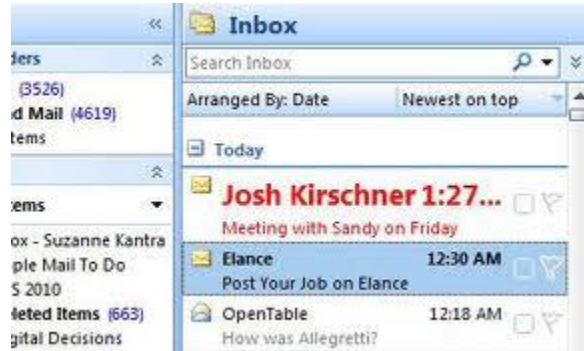


Use Color To Process Messages Quicker In Microsoft Outlook 2013



Color Code your emails in Outlook 2013 for quicker reading and organization.

Color coding messages in Outlook 2013 by the from address or certain subjects can help you quickly identify important messages and filter out the electronic noise to allow you to process messages quicker. Here is how to do this in Outlook 2013.

Outlook 2013 Instructions

1. Click the View menu.
2. Click View Settings in the Current View group.
3. In the resulting dialog, click Conditional Formatting. You'll see a number of built-in formats in the Conditional Formatting dialog.
4. Click Add.
5. Give the new format a descriptive name.
6. Click Font. You can assign other formats, but in this case, we want to color the message – that's a Font attribute.
7. From the Color dropdown, choose a color.
8. Click OK.
9. Now that you have the color, you need the condition. Click Condition (under Font).
10. In this case, you want to colorize messages from your boss. You would click FROM to access email addresses from your address book and choose your bosses email.
11. Click OK three times to return to the Mail window.
12. The messages from your boss would automatically be colored the color you chose to make them
13. To undo the formatting

Using colors to color code important messages from senders or by subjects will allow you to better organize your inbox and process email quicker.

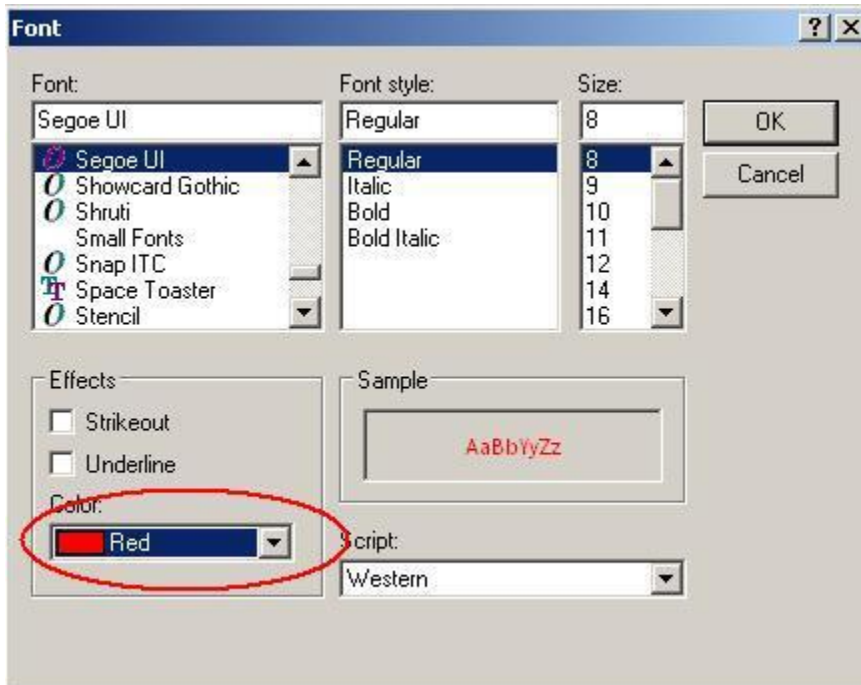
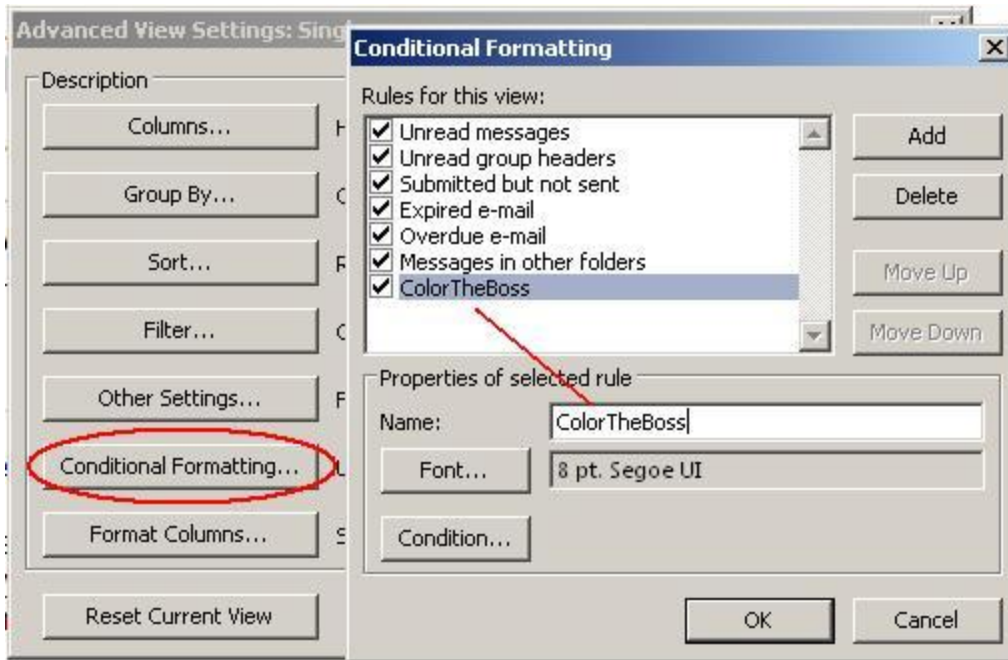
Office 2013

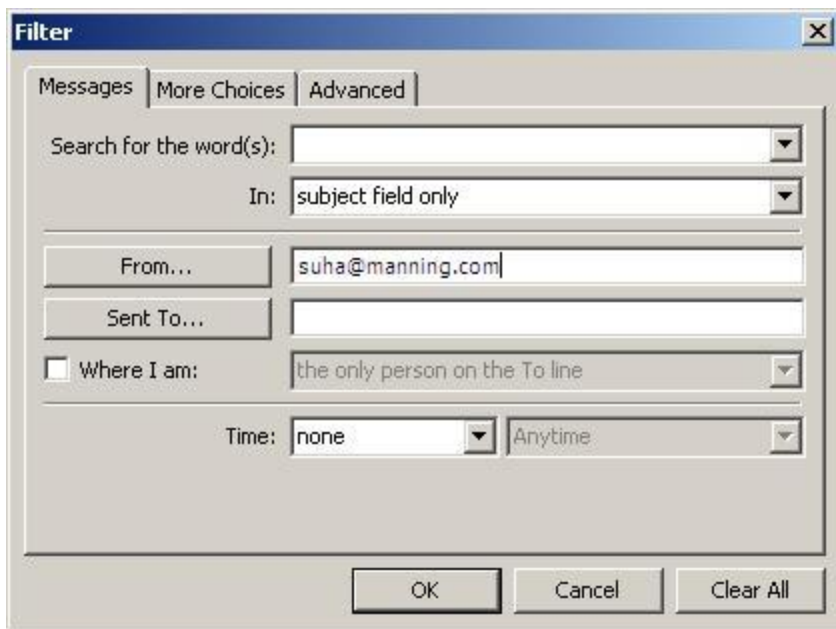
Use color to identify messages in Microsoft Outlook 2013

Add the color rule

You can do this in 2013, but you'll do so through view settings as follows:

1. Click the View menu.
2. Click View Settings in the Current View group.
3. In the resulting dialog, click Conditional Formatting. You'll see a number of built-in formats in the Conditional Formatting dialog.
4. Click Add.
5. Give the new format a descriptive name.
6. Click Font. You can assign other formats, but in this case, we want to color the message - that's a Font attribute.
7. From the Color dropdown, choose a color. I chose Red.
8. Click OK.
9. Now that you have the color, you need the condition. Click Condition (under Font).
10. In this case, you want to colorize messages from your boss. For this example, I entered suha@manning. You could click FROM to access email addresses from your address book.
11. Click OK three times to return to the Mail window.





Filter

Messages | More Choices | Advanced

Search for the word(s):

In: subject field only

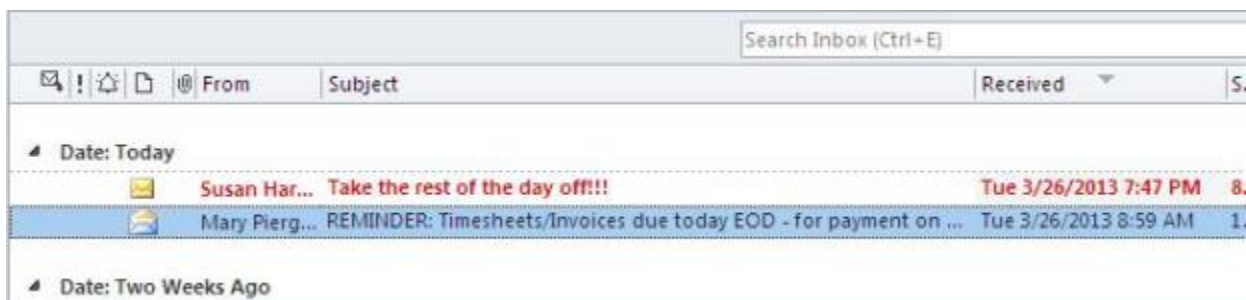
From... suha@manning.com

Sent To...

Where I am: the only person on the To line

Time: none Anytime

OK Cancel Clear All



Search Inbox (Ctrl+E)

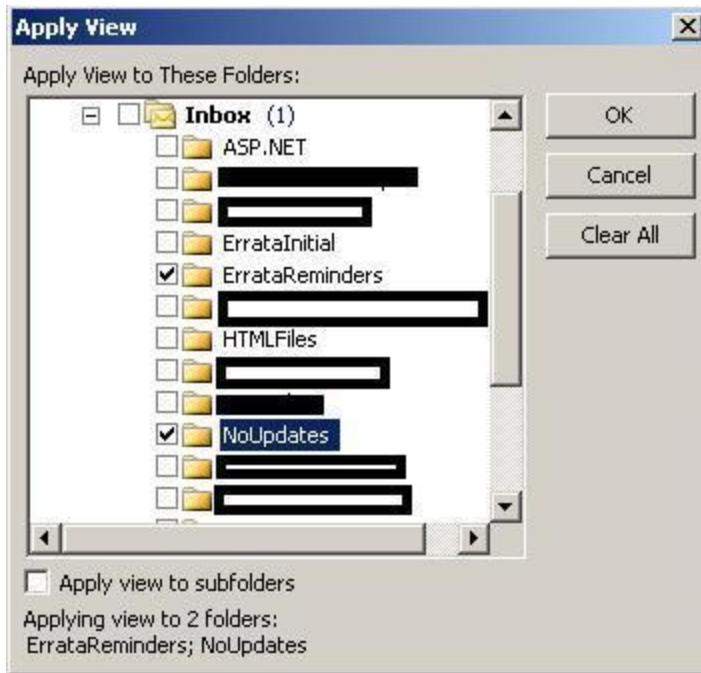
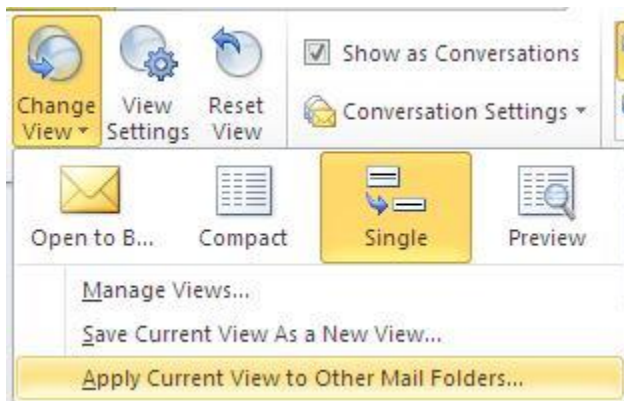
From	Subject	Received	S
Date: Today			
Susan Har...	Take the rest of the day off!!!	Tue 3/26/2013 7:47 PM	8.
Mary Pierg...	REMINDER: Timesheets/Invoices due today EOD - for payment on ...	Tue 3/26/2013 8:59 AM	1.
Date: Two Weeks Ago			

If messages in your Inbox match the condition, Outlook will immediately apply the rule and color them appropriately. Otherwise, Outlook adds color as you download from the server.

Copy the rule

Adding the color is a simple enough task, but if you move the message to another folder, Outlook removes the color - it stops applying the rule. If you return the message to your Inbox, Outlook reapplies the rule and restores the color. To keep the color from folder to folder, you can copy the rule to other folders as follows:

1. In the Inbox, click View.
2. From the Change View option dropdown, choose Apply Current View To Other Mail Folders.
3. In the Apply View dialog, expand the Inbox and check the appropriate folders.
4. Click OK.



Now you can move your colored messages to other folders without losing the identifying color you need.