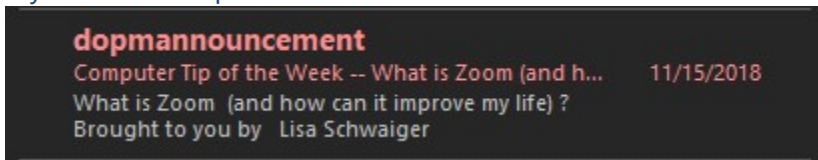# Conditional Formatting

Adding color to your Outlook inbox

Brought to you by **Adim Premani**

- HelpDesk Computer Tech (in MT-403)

SITUATION:

I want to color code emails about the Tip of the Week (or anything else) so I can see them easier in my inbox. Example:

dopmannouncement
Computer Tip of the Week -- What is Zoom (and h...   11/15/2018
What is Zoom (and how can it improve my life) ?
Brought to you by Lisa Schwaiger

SOLUTION:

1. Navigate to "View" tab on the ribbon
2. Select "View Settings" in the current view section
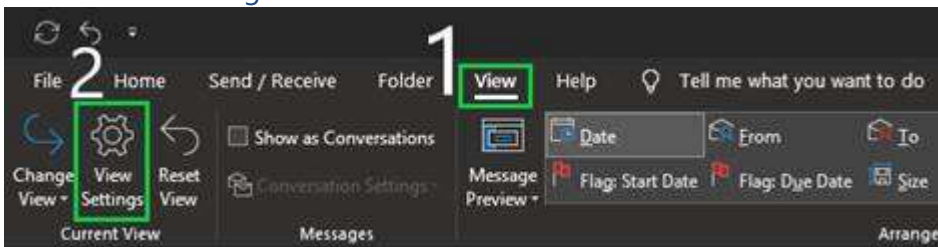
3. In the Advanced View Settings Pop-up box, Select "Conditional Formatting" from the buttons on the left.
4. There will already be some rules made; to add a new one, select "Add" on the right side.
5. Name the rule specifically so you can find it if you want to go back and change it.
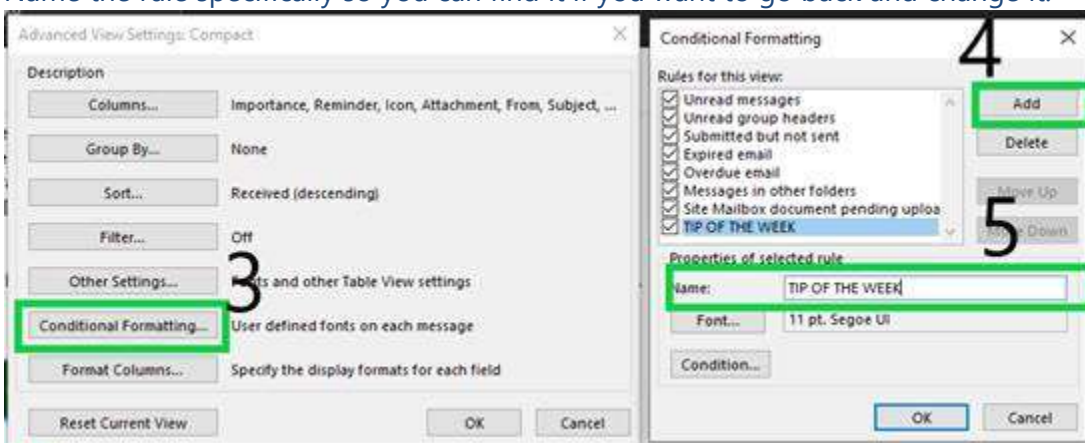

6. Selecting the "Font" will let you change how the formatting will look once you add a condition to it. I made it so that Tips of the Week show up as red and bold in my inbox.
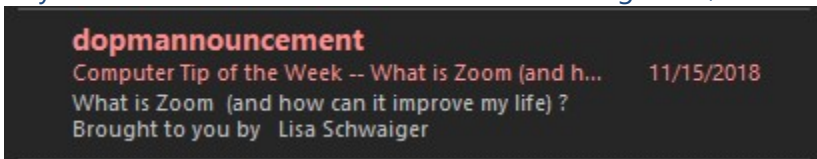
Select "OK" on the right side once you have made your format.
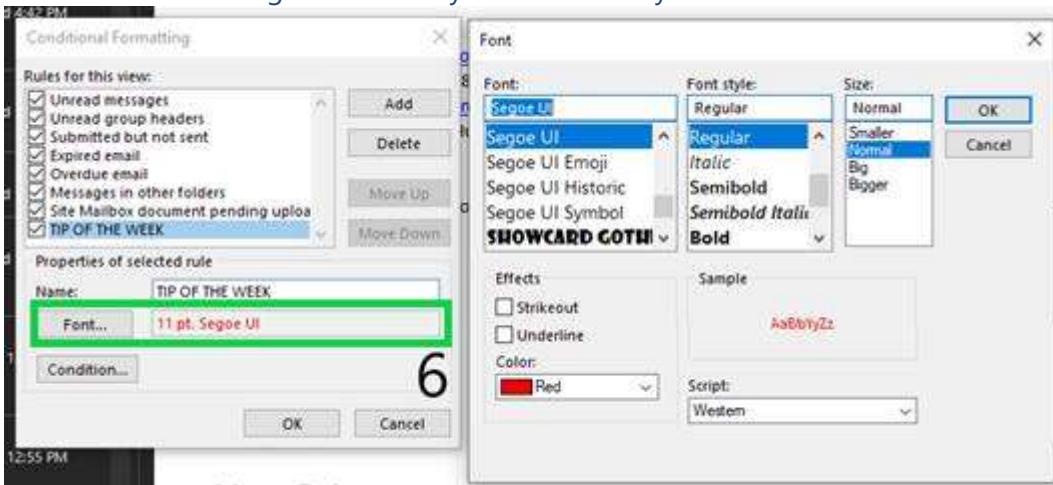
7. Lastly, we want to make the condition so Outlook knows what to make red and bold. Select "Condition" right below Font.

8. In the conditions box, we can make the condition based on who the message is from, sent to, or we can set it to mark key words. That's what we're going to do. Input "Tip of the week" in the search for the words box.
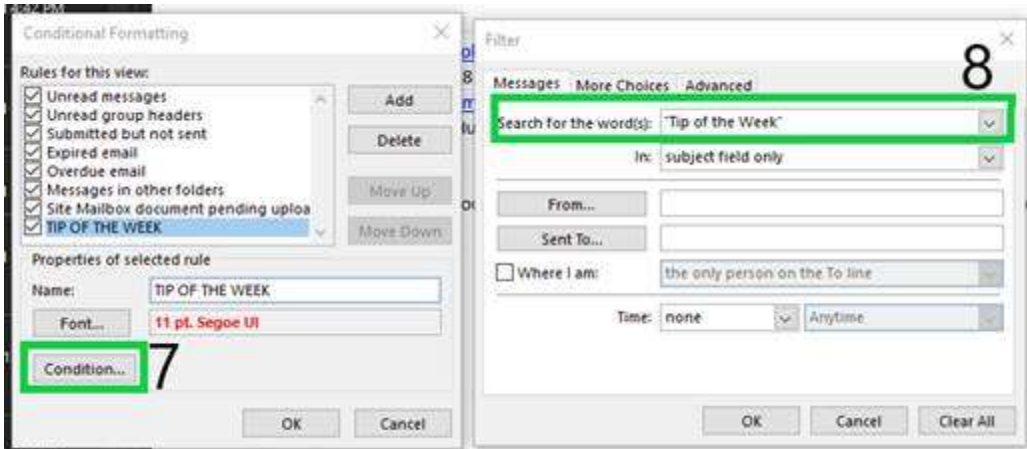
9. Hit "OK" on the Filter box, Conditional Formatting Box, and Advanced View Settings box. Go to your inbox to see if the conditional formatting stuck, mine looks like this.

dopmannouncement
Computer Tip of the Week -- What is Zoom (and h...   11/15/2018
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