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Explanation of color coding

This formatting feature provides the ability to make certain messages stand out. **Examples:** Have all messages from a specific person appear in red in your inbox or all unread messages appear in large bold print.

Apply color coding

Click on a message you wish to apply color formatting to. Click Tools – Organize. The following window will appear where you may add customizing choices.

- Click on the line called "Using Colors."
- Choose a color and then click the Apply Color button.
- Note: If you wish other formatting, such as bold, underlining, or different style of text, click the Automatic Formatting button.

In the above situation, I am requesting Outlook show every email from Melanie Mills in Maroon color. After applying, all messages in my Inbox from Melanie will appear in Maroon, as illustrated below:
Close Organize window

Click on the X in the upper right corner of the window.

View, edit or delete color formatting

Click Tools – Organize.
Click Using Colors.
Click Automatic Formatting. All formatting rules will appear in a new window. Highlight the line item and either delete it or edit it. Click OK to return to the main window.

Example of Automatic Formatting window