Conditional Formatting

Conditional formatting is a way to make messages that meet defined conditions stand out in the message list through the use of color, fonts, and styles. You specify conditions that an incoming message should meet, such as a sender’s name or e-mail address, and then conditional formatting is applied only to those messages.

Locate and select the **View** Tab (See Arrow 1)
Locate and select **View Settings** in the Current View Section (See Arrow 2)

Select **Conditional Formatting** (See Arrow 3)
Select Add (See Arrow 4)
Enter in desired name for special formatting (See Arrow 5)
Select Condition (See Arrow 6)

Select From (See Arrow 7)
Enter in name(s) of desired email address. (See Arrow 8)
Once the desired address is located, double click the appropriate address from the list. (See Arrow 9)
After verifying the correct email is located in the “From” section (See Arrow 10), select OK (See Arrow 11)
Select Ok (See Arrow 12)

Select Font (See Arrow 13)
Select the desired Font, Font Style, Size, Effects, and Color.

Select OK. (See Arrow 14)

Select Ok (See Arrow 15)
Select **Ok (See Arrow 16)**
☆ Note the email from Engineering Network Services is now formatted accordingly. (See Arrow 17)