Tech Tip

How to color code messages from particular senders in Outlook 2010

1. In Outlook, in the Mail category, click the View tab then click View Settings.

2. Click the Conditional Formatting button.
3. When the dialog box displays click Add, and give it a name. I will create one that will color my boss’ email red. Type in a name for your rule. For this tutorial, I will name the rule “from Andy”.

![Conditional Formatting dialog box with Add button highlighted and name field set to “from Andy”](image)

4. Click the Font button. You should see a standard font selection box which includes the Font, Font style, Size, Effects and Color. For the rule I am creating I am only changing the color. Experiment with these choices, if you like. Click the OK button when you have the desired look.

![Font dialog box with Color set to Red](image)
5. You should be back to the Conditional Formatting box. Now click the Condition button.

6. From the Filter dialog box, click the From button. When the select Names dialog box displays, search for the name of the person whose messages need to be a different color. Once their name displays, double click on it so that it displays in the From text box. Then click OK.
7. You should now see their name in the Filter dialog box. Click OK.

8. If everything in the Conditional Formatting dialog box looks to your liking, click OK.

9. When the Advanced View Settings: Compact box displays click the OK button.

10. You should now see that messages coming from the person you created the rule for are now in the color you selected.

11. Repeat this process using different people and colors if you like.