

Outlook Express

COLOR CODE MESSAGES

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Click on the blue, underlined text to go to its linked reference.



If you haven't noticed, by default all your inbox messages come in any color you want — as long as it's black. Wouldn't it be great if you could use colors to differentiate who messages came from or what the content of the subject line was?

Well, you can — and here's how to do it.

1. In Outlook Express, from the Menu-Bar, select Tools > Message Rules > Mail (**Figure 1**).



Figure 1



Figure 2

2. In the Message Rules window, Left-click on the “New” button (**Figure 2**).

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3. In the New Mail Rule window (Figure 3):

- ❶ Left-click on “Where the From line contains people.”
- ❷ Left-click on “High it with color.”
- ❸ Type a name for the Rule.
- ❹ Left-click on “contains people.”



Figure 3

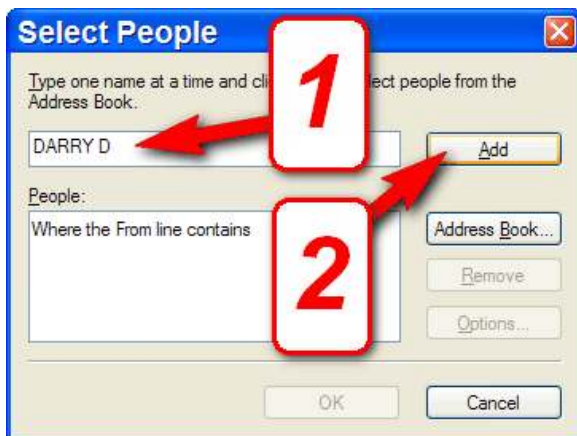


Figure 4

4. In the “Select People” window (Figure 4):

- ❶ Type a name — or, if you have any doubts about the entry, Left-click on the “Address Book” button and select the person from the Address Book.
- ❷ Left-click on the “Add” button.

5. The name you added appears in the lower pane (Figure 5).

- ❶ Left-click on the “Address Book” button to add more names.
- ❷ When you’re finished adding names, touch the *Enter* key, on the keyboard, or click on the “OK” button.



Figure 5

6. In the “New Mail Rule” window (Figure 6), Left-click on “color.”



Figure 6

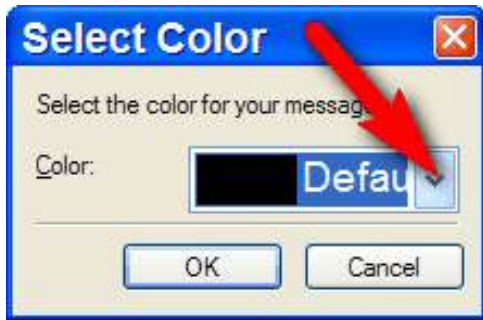


Figure 7

7. In the “Select Color” window (Figure 7), click on the downward arrow to the right of “Color.”

8. Left-click on the color of your choice (Figure 8). NOTE: For the purpose of this lesson, I have cropped the number of colors offered.

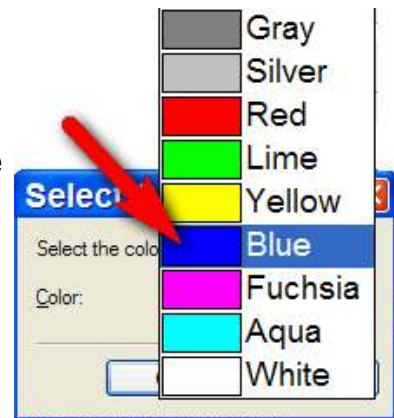


Figure 8

9. Once you selected a color, Left-click on the “OK” button (Figure 9).



Figure 9



Figure 10

10. In the “New Mail Rule” window (Figure 10), Left-click on the “OK” button.

11. From now on, whenever you receive an email from that person, the complete line will appear in that color among the other emails in your Inbox (Figure 11).



Figure 11

NOTE: This note applies **ONLY** to those who are using **Outlook** rather than Outlook Express. IF you are using Outlook Express, disregard this note.

In Outlook’s Inbox (as opposed to Outlook Express), highlight a message (from someone you want to show in color), click on Tools > Organize, select Using Colors, and select a color for all email from that person, and click Apply Color, and close the Organize window.