



Outlook: Make particular emails stand out

Outlook – Make Particular Emails Stand Out

We all get sooo many emails every day that you can miss the odd one. What if it's from a very important client (I mean...they *all* are!) or your boss? How can you avoid missing those email in particular?

You can make the subject header (that line that shows the sender's name and subject) stand out whenever the email is from a certain person:

1. Click the VIEW tab – then the VIEW SETTINGS button – then the CONDITIONAL FORMATTING button.
2. At the CONDITIONAL FORMATTING window – click the ADD button.
3. In the NAME box, type a name for this formatting rule (ie, From Heidi Perez, etc).
4. Click the FONT button, and select the formatting (font, style, size, colour, effects, etc) in which you want this email header displayed – then click OK.
5. Back at the AUTOMATIC FORMATTING window, click the CONDITION button.
6. At the FILTER window, click the FROM button – select the email address of the person who's so special. (If the person's name/email address is not in your Address Book – you can type their email address directly into the FROM box). If you are selecting them from your contacts, make sure you double-click their name – so that it appears down in the FROM box at the bottom of the window. Then click OK.
7. Click OK to close the FILTER window.
8. Back at the CONDITIONAL FORMATTING window, you should see your new rule in the RULES FOR THIS VIEW list. Click OK to close the window.
9. Click OK to close the ADVANCED VIEW SETTINGS window.

Any emails that you have already received from the targeted person – and any new emails that arrive from this person – will have headers appearing in the selected format/style.