OUTLOOK: MAKING UNREAD EMAIL STAND OUT MORE

From the Inbox:
1. Click the VIEW tab.
2. In the CURRENT VIEW section at the start of the ribbon – click the VIEW SETTINGS button.
3. At the ADVANCED VIEW SETTINGS window – click the CONDITIONAL FORMATTING button.
4. You should see a list – with UNREAD MESSAGES near the top of that list. With UNREAD MESSAGES selected (highlighted – make sure you do NOT remove the ✓ beside it):
    a. Click the FONT button down near the bottom of the window. The FONT window will appear.
    b. If you want to change the SIZE of the unread messages email headers:
        i. In the SIZE panel – choose a bit size than is currently highlighted.
    c. If you want to change the COLOUR of the unread messages email headers:
        i. Click the ▼ of the COLOUR box (near the bottom-left corner of the FONT window) – and choose the desired colour.
    d. To add BOLD or ITALICS – click the appropriate options in the FONT STYLE list.
5. Click OK at the top-right of the FONT window.
6. Click OK at the bottom of the CONDITIONAL FORMATTING window.
7. Click OK at the bottom of the ADVANCED VIEW SETTINGS window.