

Example conditional formatting rules

These are some examples of conditional formatting rules that you can create in Outlook 2016.

Create a conditional formatting rule

1. In Mail, click **View**.
2. In the **Current View** group, click **View Settings**.



1. In the **Advanced View Settings** dialog box, click **Conditional Formatting**.



A set of default rules appears. This includes the **Unread messages** rule. This rule makes unread messages appear bold in the message list. In addition, any conditional formatting rules that you created in the **Organize** pane with an earlier version of Outlook appear.

Do any of the following:

- To delete a rule, click the rule, and then click **Delete**.
- To temporarily turn off a rule, clear the check box for that rule.
- To change the criteria for a rule, click the rule, and then click **Condition**.
- To change the text formatting, click the rule, and then click **Font**.
- To add a new conditional formatting rule, click **Add**, in the **Name** box, type a name, click **Font** to specify the formatting, and then click **Condition** to specify the criteria for this rule.

Make all messages from **John Kane** appear in red

1. Click **Add**.
2. Enter a name for the rule.
3. Click **Font**.
4. Under **Color**, click **Red**.
5. Click **OK**.
6. Click **Condition**.
7. In the **From** box, type John Kane.

NOTE: The name must exactly match the full name that appears on messages that you receive.

1. In the **Filter**, **Conditional Formatting**, and **Advanced View Settings** dialog boxes, click **OK**.