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**.