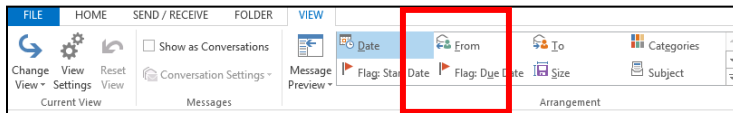


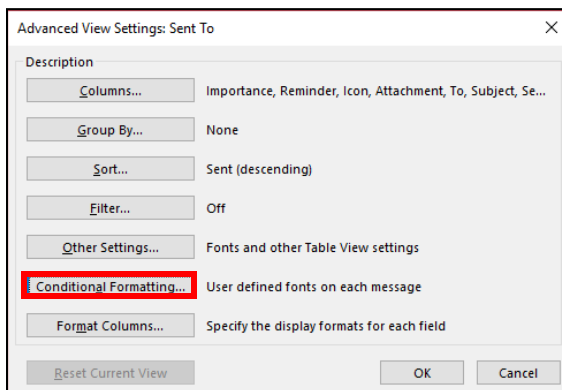
APPLY CONDITIONAL FORMATTING TO MESSAGES IN YOUR INBOX

Use Conditional Formatting to make messages stand out in your inbox.

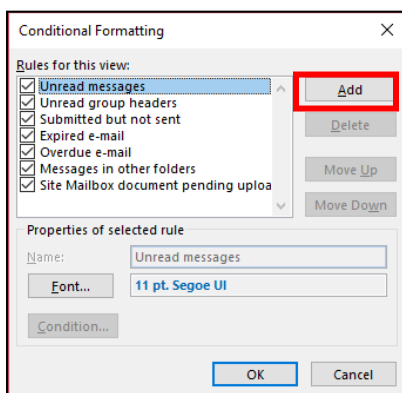
- 1 From the Inbox, select the **View Tab** and choose **View Settings**.



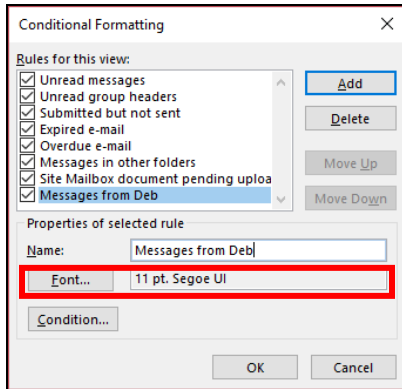
- 2 Choose **Conditional Formatting**.



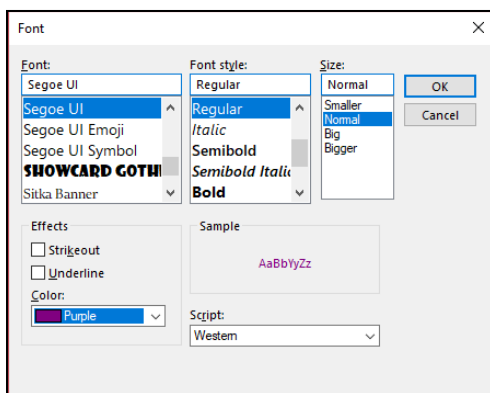
- 3 Select **Add** to create a new condition.



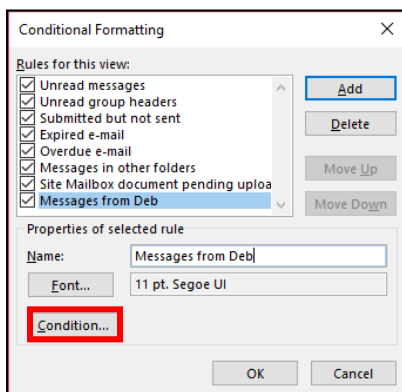
- 4 Type a name for the new rule.



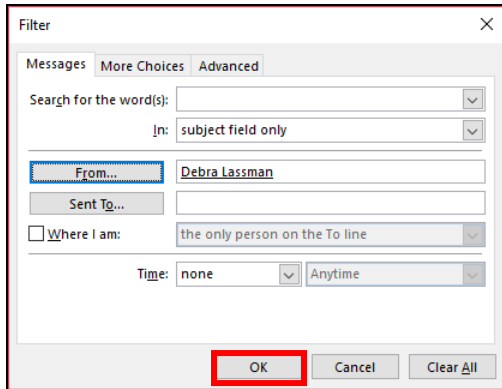
- 5 Select the **Font** button and choose font formatting options to apply to the rule. Click **OK** to continue.



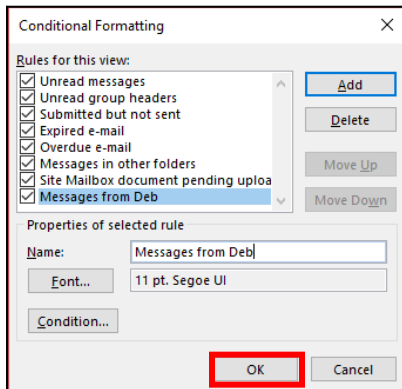
- 6 Select the **Condition** button to create a rule.



- 7 Select the **rule options** to apply. For example, messages sent from a specific person. Click **OK** to create the rule.



8 Click **OK** to save the conditional formatting.



9 Click **OK** to exit view settings.