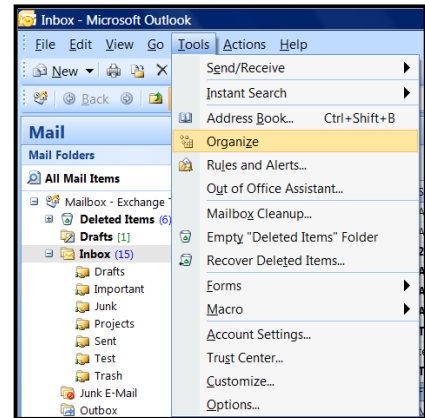


Outlook 2007: Color Coding Inbox Messages

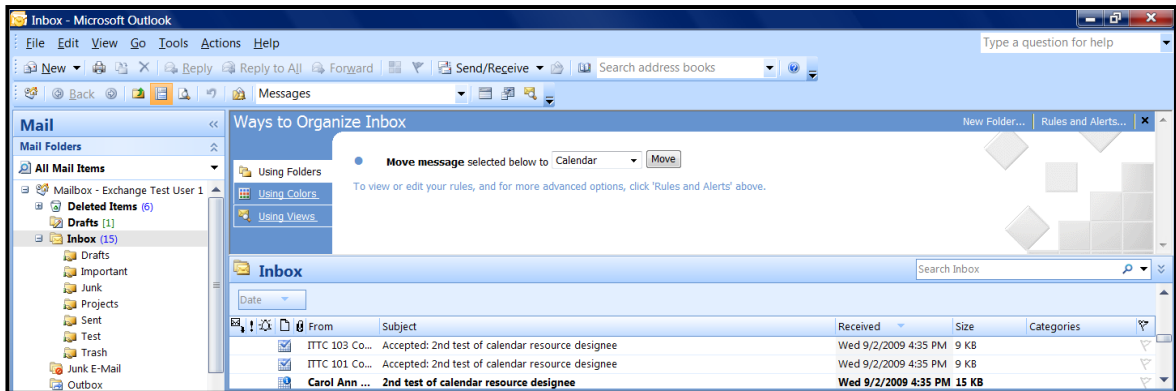
Color Coding Inbox Messages

Using color-coding of your Inbox messages can easily help you find emails from important senders. Outlook makes this a simple process to set up by utilizing the **Organize** functionality, here's how:

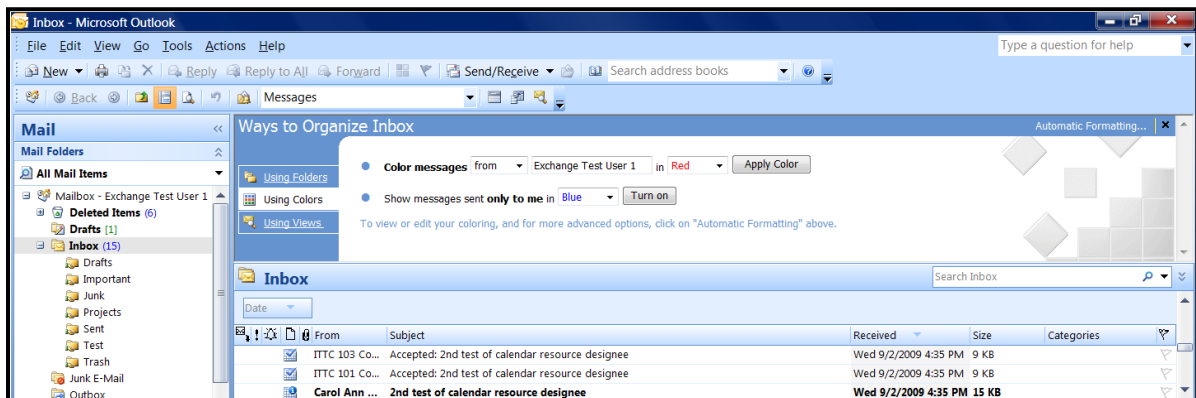
1. In Outlook, click **Tools** and select **Organize**.



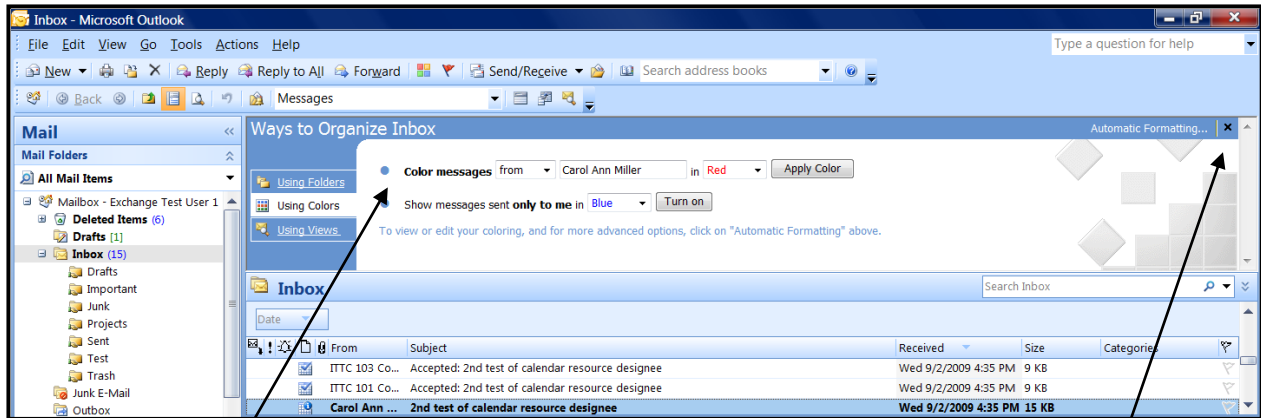
2. Above your Inbox, a **Ways to Organize Inbox** pane will appear.



3. On the left of the pane, select **Using Colors**.



4. Go to the **Inbox** and select a message from the sender whose messages you want to color-code.



5. Go back to the **Organize** pane.

6. After **Color messages**, select **from** (*from the dropdown*). In the textbox next to the dropdown, you will see the *name of the desired sender*. Select the **desired color** from the next dropdown and **click** the **Apply Color** button.

7. Repeat the above steps for **each sender** whose messages you wish to **color-code**. When finished, close the **Organize** pane by clicking the **x** in the upper-right corner of the pane.