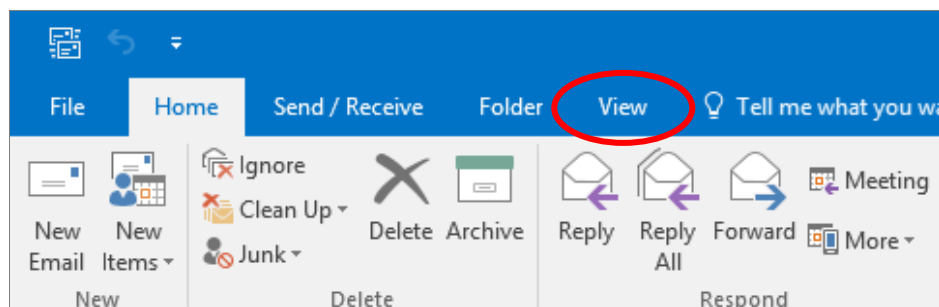


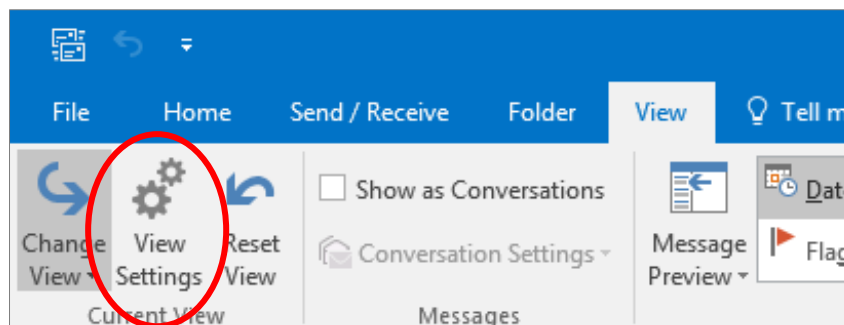
MIMU's simple guide to colour-code your Outlook inbox helps to efficiently manage arriving mails - it takes a minute to set it up, works immediately and can be undone by reversing the steps. Try adding different colours for (1) mails sent to you alone, and (2) mails sent to you and others, leaving those in which you are cc'd the original black.

Using color to identify mail messages at Outlook 2016

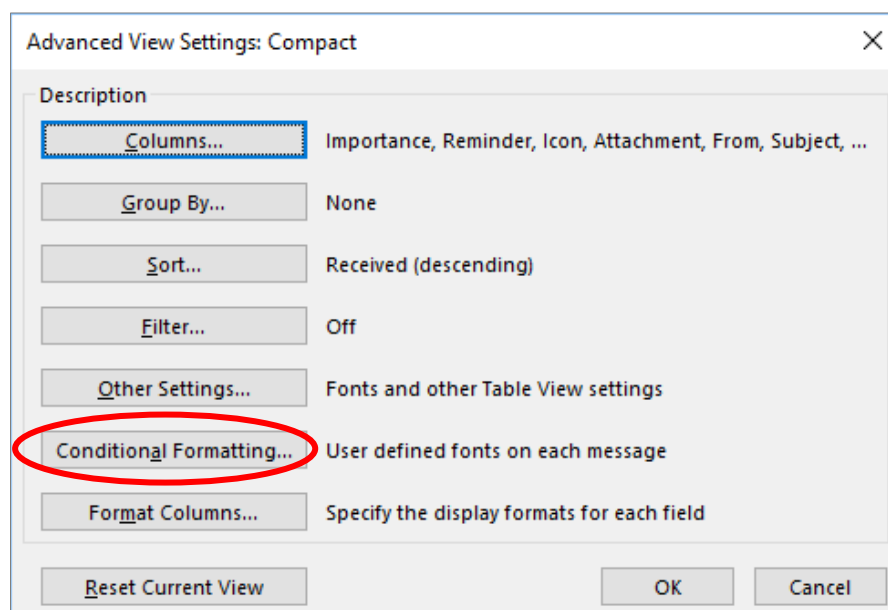
1. Go to the View Tab



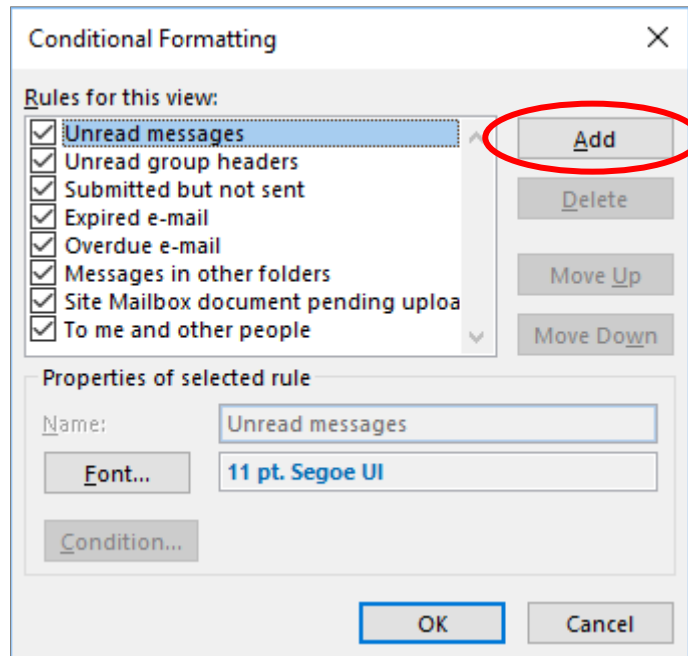
2. Click the View Settings



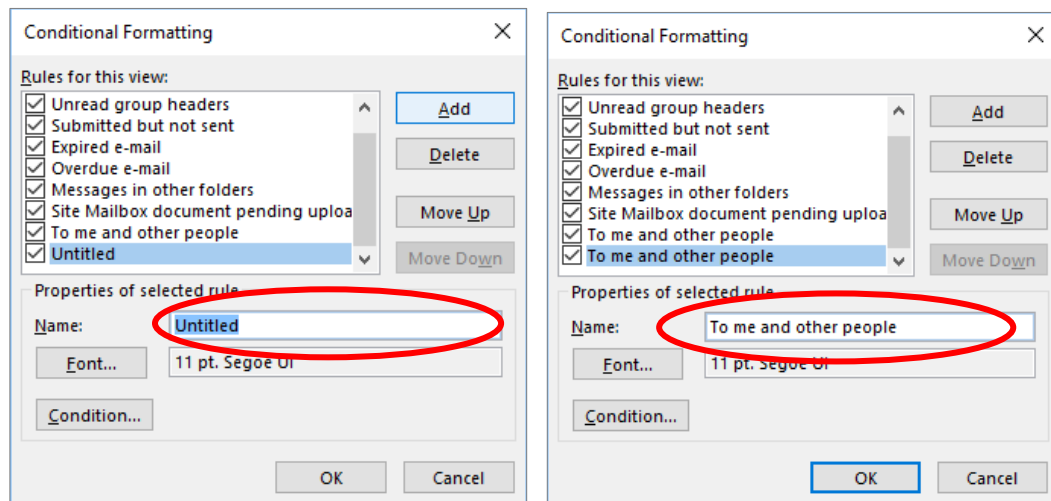
3. Click the Conditional Formatting



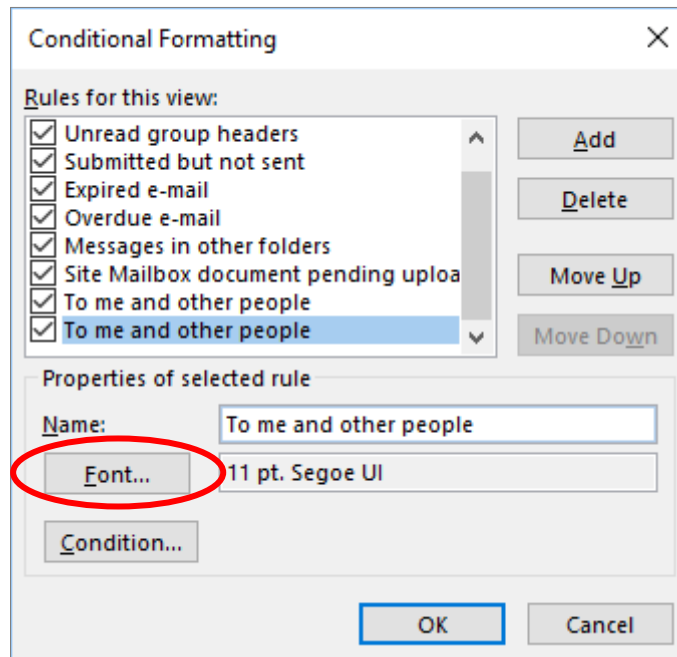
4. Click Add



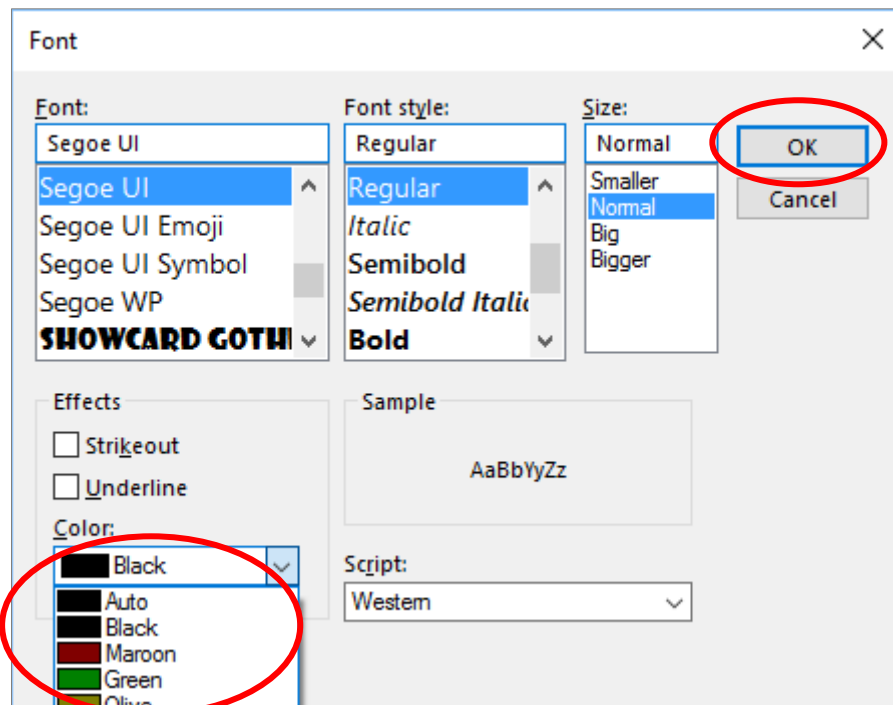
5. Name Your View



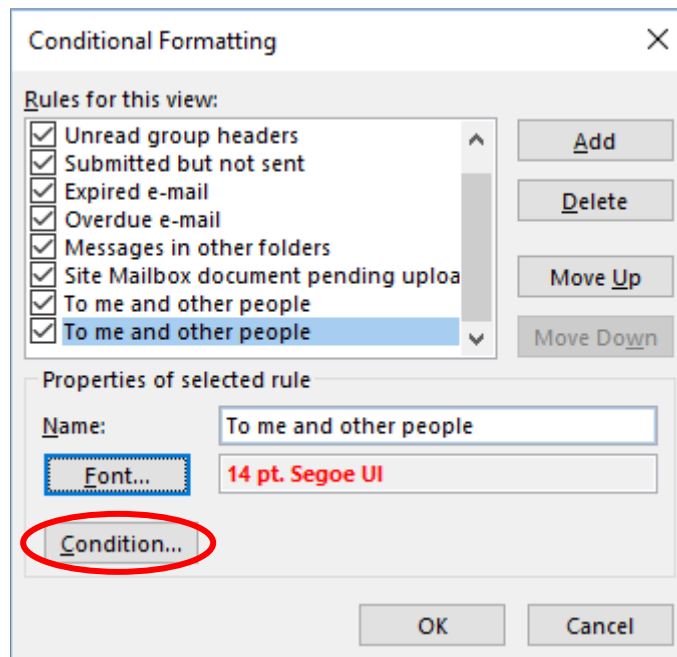
6. Click on Font



7. Make Formatting (Pick a color, style and size you want) and then click OK

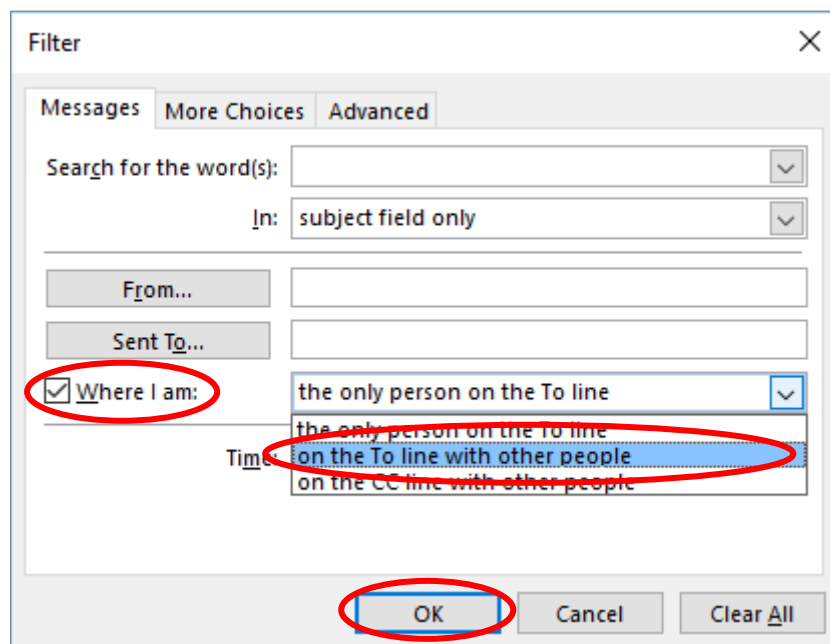


8. Click on Condition

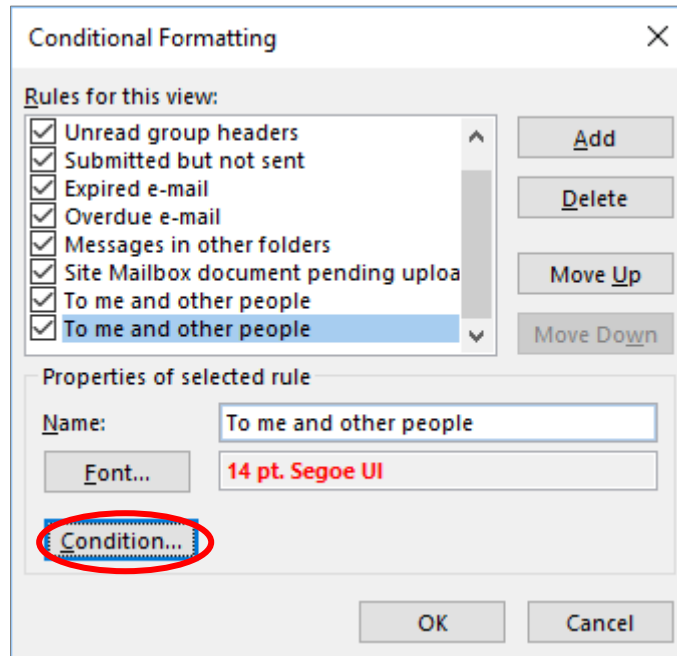


Filtering Emails by Where I am:

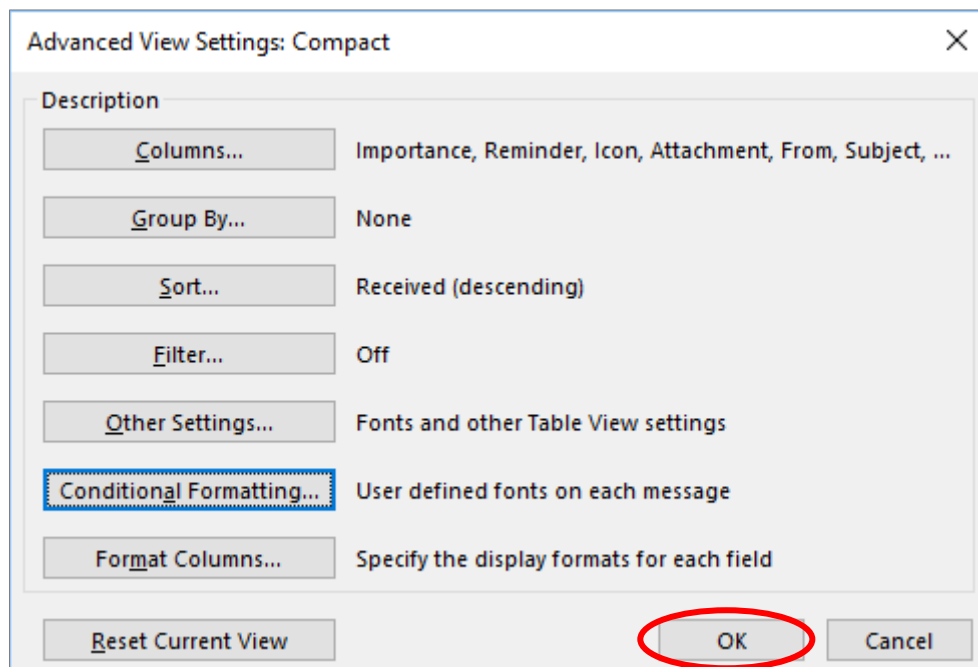
1. Click checkbox "where I am"
2. Click the drop-down arrow and choose one situation you want
3. Click OK



4. Click OK

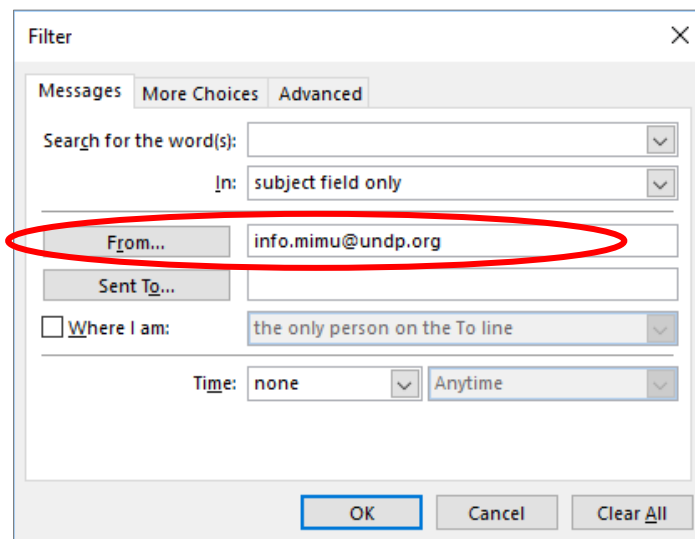


5. Click OK



Filtering Emails by Senders

1. Click on From
2. Type the email you want to filter

A screenshot of the Outlook 'Filter' dialog box. The 'Messages' tab is selected. The 'From...' field is highlighted with a red oval and contains the email address 'info.mimu@undp.org'. Other fields include 'In: subject field only', 'Where I am: the only person on the To line', and 'Time: none'. Buttons for 'OK', 'Cancel', and 'Clear All' are at the bottom.

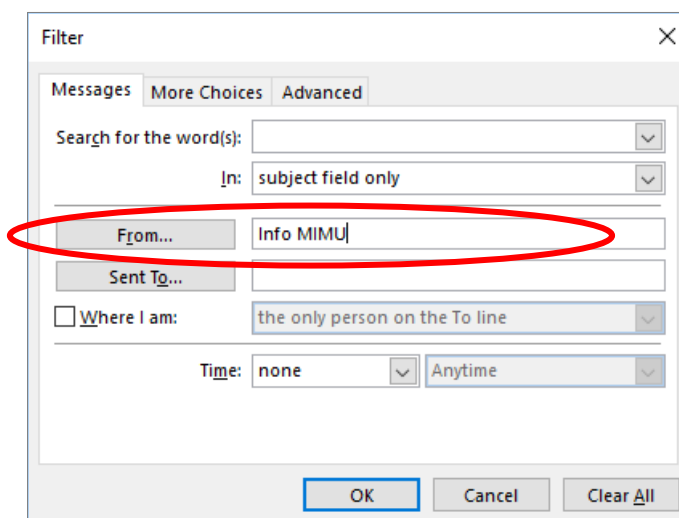
Remark:

Sometimes, if it doesn't work correctly, it may be because that email we put in the contact address as follows.

Name: Info MIMU

Email: info.mimu@undp.org

In that case, we should use "Info MIMU" instead of info.mimu@undp.org

A screenshot of the Outlook 'Filter' dialog box, similar to the one above. The 'From...' field is highlighted with a red oval and contains the text 'Info MIMU'. The other fields and buttons are the same as in the previous screenshot.