



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

Advanced View Settings: Com	npact ×
Description	
<u>C</u> olumns	Importance, Reminder, Icon, Attachment, From, Subject,
<u>G</u> roup By	None
<u>S</u> ort	Received (descending)
<u>F</u> ilter	Off
Other Settings	Fonts and other Table View settings
Condition <u>a</u> l Formatting	User defined fonts on each message
For <u>m</u> at Columns	Specify the display formats for each field
Reset Current View	OK Cancel





#### 4. Click Add

Conditional Formatting		×
<u>R</u> ules for this view	N:	
Unread mess	ages 🗸	Add
Submitted bu	Unread group headers Submitted but not sent Expired e-mail	
Overdue e-mail     Messages in other folders     Site Mailbox document pending uploa		Move <u>U</u> p
To me and other people		Move Do <u>w</u> n
Properties of se	lected rule	
<u>N</u> ame;	Unread messages	
<u>F</u> ont	11 pt. Segoe UI	
<u>C</u> ondition		
	ОК	Cancel

### 5. Name Your View

Conditional Formatting	× Conditional Formatting ×
Rules for this view:         Unread group headers         Submitted but not sent         Expired e-mail         Overdue e-mail         Messages in other folders         Site Mailbox document pending uploa         To me and other people         Untitled         Properties of selected rule         Name:         Untitled         Eont         11 pt. Segge OI         Condition	Rules for this view:         Unread group headers         Submitted but not sent         Expired e-mail         Overdue e-mail         Messages in other folders         Site Mailbox document pending uploa         To me and other people         To me and other people         Move Up         Move Down         Properties of selected rule         Name:       To me and other people         Mame:       To me and other people         Outintion       11 pt. seggee Oi
OK Can	el OK Cancel





6. Click on Font

Conditional Formatting			×
<u>R</u> ules for this view	:		
Unread group	headers	^	<u>A</u> dd
Expired e-mail	not sent		<u>D</u> elete
Overdue e-mai Messages in of	il ther folders		
Site Mailbox d	ocument pending uploa er people		Move <u>U</u> p
To me and other people V Move Dog			Move Do <u>w</u> n
Properties of sel	ected rule		
<u>N</u> ame:	To me and other peopl	e	
<u>F</u> ont	11 pt. Segoe UI		
Condition			
	OK		Cancel

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

Font		×
<u>F</u> ont: Segoe UI	Font st <u>y</u> le: Regular	Size:
Segoe UI Segoe UI Emoji Segoe UI Symbol Segoe WP SHOWCARD GOTHI	Regular       ^         Italic	Smaller Nomal Big Bigger
Effects       Strikeout       Underline	Sample AaBbYyZz	r r
Color: Black Black Maroon Green	Sc <u>r</u> ipt: Westem	~





8. Click on Condition

Conditional Formatting X			
<u>R</u> ules for this view	:		
Unread group	headers	^	<u>A</u> dd
Expired e-mail	not sent		Delete
Overdue e-mai	l ther folders		
Site Mailbox d	ocument pending uploa		Move <u>U</u> p
To me and other people			Move Do <u>w</u> n
Properties of sel	ected rule		
<u>N</u> ame:	To me and other peop	le	
<u>F</u> ont	14 pt. Segoe UI		
<u>C</u> ondition			
	ОК		Cancel

### 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

Filter		×
Messages	More Choice	es Advanced
Sear <u>c</u> h for	the word(s):	~
	<u>I</u> n:	subject field only
F <u>r</u> o	)m	
Sent	t T <u>o</u>	
Where W	l am:	the only person on the To line
	Tim	on the CC line with other people
		OK Cancel Clear <u>A</u> ll





4. Click OK

Conditional Formatting			×
<u>R</u> ules for this view	r:		
Unread group headers		^	Add
Expired e-mail	a		<u>D</u> elete
Messages in o	ther folders		
Site Mailbox document pending uploa To me and other people			Move <u>U</u> p
To me and other people			Move Do <u>w</u> n
Properties of selected rule			
<u>N</u> ame:	To me and other peopl	e	
Eont 14 pt. Segoe UI			
Condition			
	ОК		Cancel

#### 5. Click OK

Advanced View Settings: Com	npact ×
Description	
<u>C</u> olumns	Importance, Reminder, Icon, Attachment, From, Subject,
<u>G</u> roup By	None
<u>S</u> ort	Received (descending)
<u>F</u> ilter	Off
Other Settings	Fonts and other Table View settings
Condition <u>a</u> l Formatting	User defined fonts on each message
For <u>m</u> at Columns	Specify the display formats for each field
Reset Current View	OK Cancel





## Filtering Emails by Senders

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

Messages More Choice	Advanced
Search for the word(s):	~
<u>l</u> n:	subject field only 🗸
F <u>r</u> om	info.mimu@undp.org
Sent T <u>o</u>	
<u>W</u> here I am:	the only person on the To line $\sim$
Ti <u>m</u> e:	none 🗸 Anytime 🗸

#### **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

Filter	×
Messages More Choice	es Advanced
Search for the word(s):	~
<u>l</u> n:	subject field only
F <u>r</u> om	
Sent T <u>o</u>	
<u>W</u> here I am:	the only person on the To line 🗸 🗸
Ti <u>m</u> e:	none 🗸 Anytime 🗸
	OK Cancel Clear <u>A</u> ll