PRODUCTIV

For Internal Use Only

How to Change the Way Unread Messages are Highlighted in Outlook

By default, Outlook highlights unread messages in your Inbox with a bold font. You can change this by changing the color, font size, or even apply a completely different font.

<u>Click here</u> to learn how to change the way unread mail is highlighted in Outlook.

Prepared by Information Security and IT Governance Division of ICT. ProductivI.T.y showcases tips & tricks on various office and branch applications.

How to Change the Way Unread Messages are Highlighted in Outlook

Outlook

1. In Outlook menu, click **View > Current View > Customize Current View...** while you are in your Inbox.



2. Click on Automatic Formatting... button

escription			
Fields	Header Status, Importance, Reminder, Flag Status, Icon,		
Group By	None		
Sort	Received (descending)		
Filter] off		
Other Settings	Fonts and other Table View settings		
Automatic Formatting	User defined fonts on each message		
Format Columns	Specify the display formats for each field		
Reset Current View	OK Cancel		

3. Select Unread messages and then click the Font... button



4. Specify your desired settings then click OK.



5. When you go back to your Inbox you will see that the changes are already applied.

	Inbox	Search Inbox		ب م	*
Arra	inged By: Date		Newest on to	p	
-	Today				
4	Vangeline Narisma-Salvador [APPROVE] CRF[UAT]: iClick 1.8.5.5 For PASS 1		7:10 PM	07	-
	Rachell M. Rivera [TESTING UPDATES AS OF SEPT. 17] CRM: Case Portal - PASS 11		7:06 PM	07	K
X	Rachell M. Rivera [PARTIAL RESULT] 2013CRF_CSG1203009 CRM: Spill Over Compo		7:02 PM onents - P	70	r.
4	IT Process and Change Management Department [TESTING FAILED] CRF[UAT]: 2014CRF_SPD0909001 Pre-migration		7:01 PM	07	r.
	Rachell M. Rivera [PARTIAL RESULT] 2013CRF_CSG1203009 CRM: Spill Over Compo		7:00 PM onents - P	07	
	Rachell M. Rivera RE: Request for a copy of Old Test Results (Dollar Payout)		6:57 PM	07	8
X	Jerecho S. Sarto QA Task Update		6:45 PM	07	K
	Marione Santana RE: mobile number registration	n for sms exercise concern - VC	6:05 PM	07	7
	Rachell M. Rivera RE: Request for a copy of Old	Test Results (Dollar Payout)	6:04 PM	07	P
•	Wilardo C. Cobre [APPROVE] CRF[UAT]: iClick 1.8.	.5.5 For PASS 1	5:58 PM ()		
	Marione Santana FW: iClick version assignment	re-shuffle.	5:51 PM	07	2
	Knoll A. Gonzales		5:22 PM	70	7

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