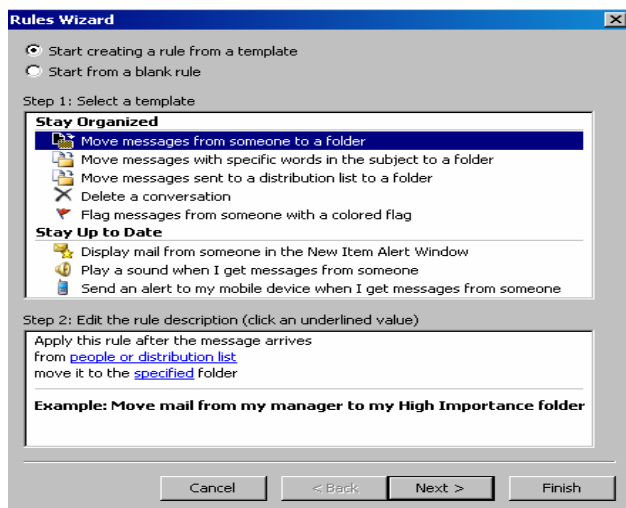


Organize Messages

Outlook allows you to organize your messages in various ways. The **Ways To Organize Panel** provides access to some frequently used rules for organizing your Outlook items using folders, colors or views. The **Ways to Organize Inbox** panel is shown below:



The **Rules Wizard** is a series of dialog boxes that takes you step-by-step through the process of creating a rule. Rules created with the Rules Wizard contain a condition and an action, and may also contain an exception. Outlook has an assortment of rule templates predefined rules that can be used as the basis for creating your own rules. Or, you can start with a blank rule and compose your own criteria. The first step of the Rules Wizard is displayed below:



To organize message using color:

1. Display the folder that contains messages you want to organize.
2. Choose **Tools** → **Organize** to display the Ways to Organize Panel.
3. In the Ways to Organize Panel, click the **Using Colors** link.
4. From the Color Messages drop-down list, select either **From** or **Sent To**.
5. In the Color Messages text box, enter the user name of the person whose messages you want to display in color.
6. From the color drop-down list, select a color.

Note: For more detailed formatting options, click **Automatic Formatting**.

7. Click **Apply Color**. The specified messages are displayed in the selected color. Any incoming messages that meet the conditions will be displayed in color also.

To organize messages using a rules template:

1. Display the folder that contains messages you want to organize.
2. Display the **Rules and Alerts** dialog box:
 - Choose **Tools** → **Rules and Alerts**.
 - Or, in the **Ways to Organize** panel, click the Using Folders link and then click Rules and Alerts.
3. In the Rules and Alerts dialog box, click **New Rule** to launch the Rules Wizard.
4. Select the **Start Creating A Rule** from the template option.
5. From the template list, select the template and click **Next**.
6. From the **Which Condition(s) Do You Want To Check** list box, check the condition(s).
7. In the **Edit The Rule** description box, click any underlined value, edit it, and click **Next**.
8. In the **What Do You Want To Do With The Message** list box, check the desired options.
9. If necessary, in the **Edit The Rule Description** box, edit any underlined values and click **Next**.
10. If desired, in the **Add Any Exceptions** list box, check the desired exceptions, and click **Next**.
11. In the **Specify A Name For This Rule** text box, type a name for the rule.
12. If desired, set up a rule option.
13. Click **Finish** to create the rule and close the Rules Wizard.
14. In the Rule list, select the rule and click **OK** to apply the rule and close the Rules and Alerts dialog box.