Changing the Display of Unread Messages in Outlook 2013

By default any unread message in your Outlook 2013 inbox will be highlighted in a blue color. The envelope icon from Outlook 2010 is no longer available. You can change the color, font type, and font size to distinguish your unread messages from read messages. Additionally, you can use these options to change the display fonts and colors for emails from specific people.

1. Click the View ribbon at the top of Outlook. Click View Settings.

2. Click Conditional Formatting…

3. Click Unread messages to make sure it is highlighted. There is a preview of what the font and color will look like. Click Font…
4. From the Font window you can choose the font, font style, size, and color. Make any changes you desire and click **OK** when you are finished.

5. Click **OK** two times to confirm the changes.

6. Any unread messages will be displayed with the new font and color you have selected.

Follow the same process to create conditional formatting for any messages from specific people or message that contain certain keywords. This is a great way to organize and customize your inbox to find messages more quickly.