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.

Canvas Support
Update from Canvas: Enhanced Big Blue Button functionality now i...   Tue 1:45 PM

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

FILE   HOME   SEND / RECEIVE   FOLDER   VIEW

Change View   View Settings   Reset View   ☐ Show as Conversations   ☐ Conversation Settings ▾   Message Preview ▾

Current View   Messages
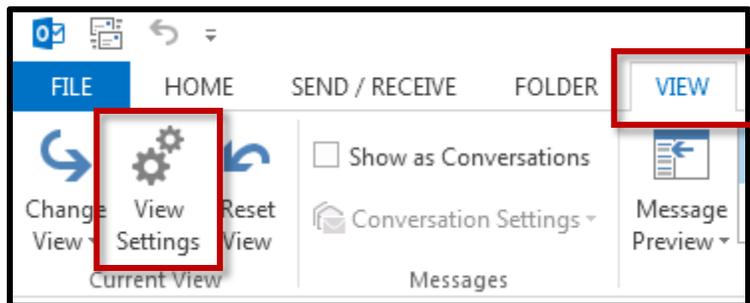
2. Click **Conditional Formatting…**

Conditional Formatting...   User defined fonts on each message

Format Columns...   Specify the display formats for each field

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…**

Conditional Formatting

Rules for this view:

☑ Unread messages
☑ Unread group headers
☑ Submitted but not sent
☑ Expired e-mail
☑ Overdue e-mail
☑ Messages in other folders
☑ Site Mailbox document pending uploa

Add
Delete
Move Up
Move Down

Properties of selected rule

Name: Unread messages

Font...   11 pt. Segoe UI

Condition...
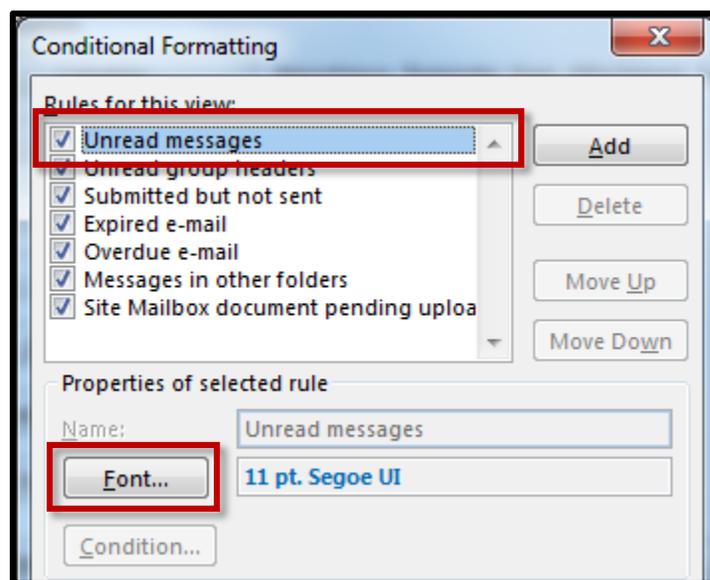
4. From the Font window you can choose the font, font style, size, and color. Make any changes you desire and click **OK** when you are finished.
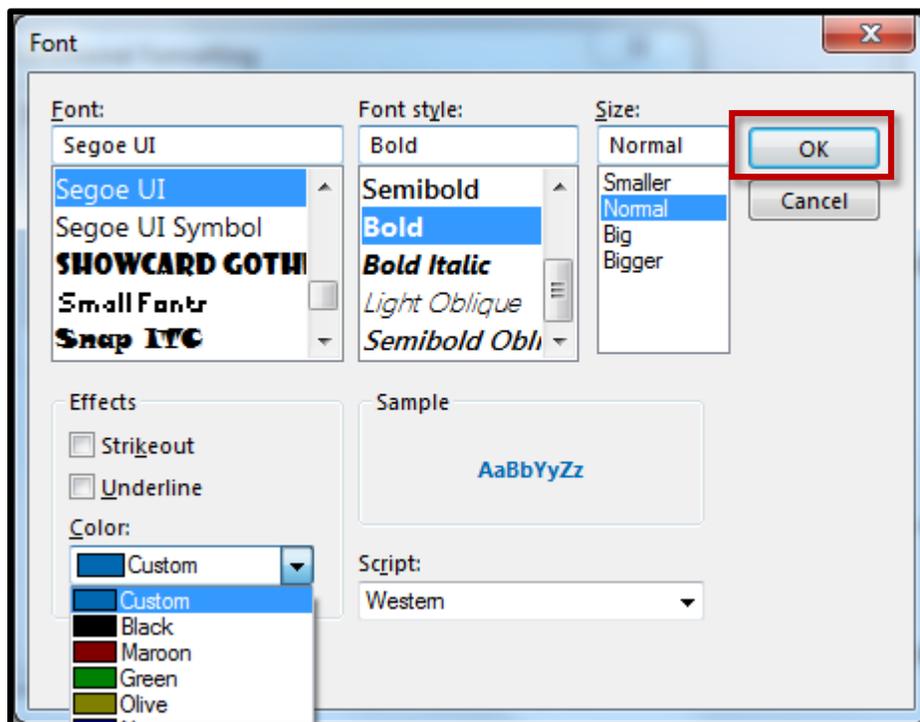
5. Click **OK** two times to confirm the changes.
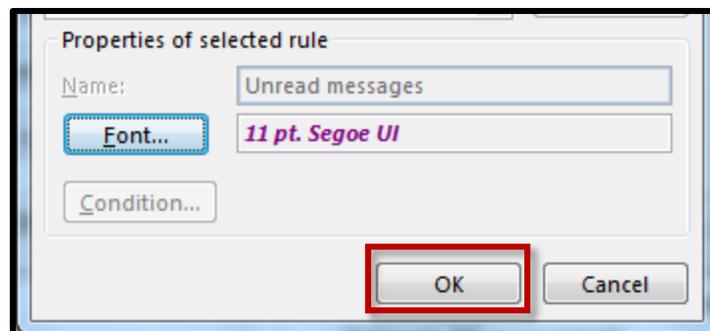
6. Any unread messages will be displayed with the new font and color you have selected.

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.