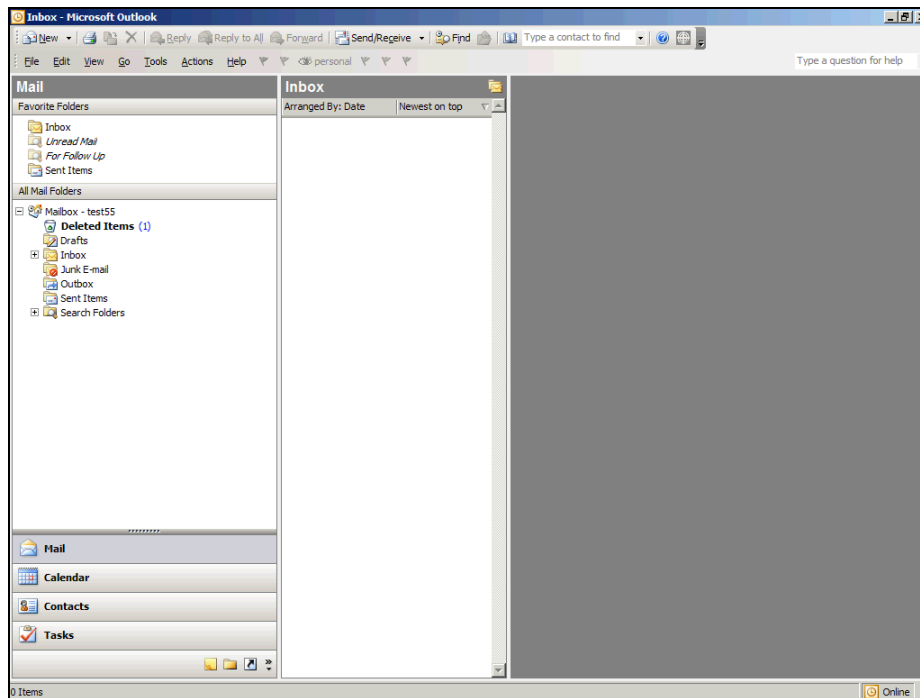


Inbox Tools

Organizing by Color

Procedure

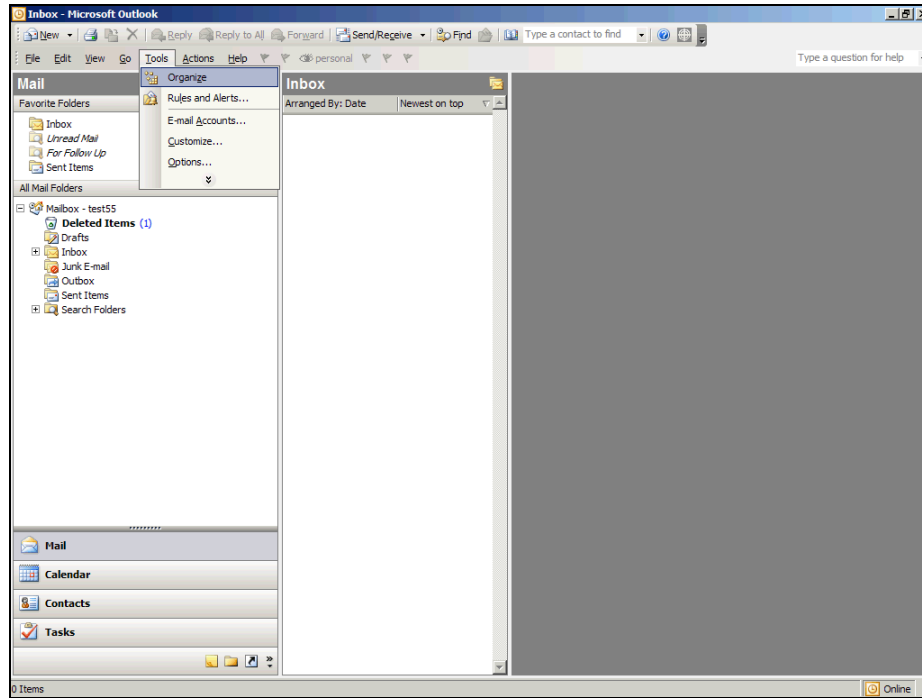
Another way to organize your Inbox is to use colors. This feature allows you to have messages from another Outlook user come to your Inbox in a certain color.



Step	Action
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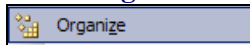
1. Select **Tools** from the main **Menu Bar**.

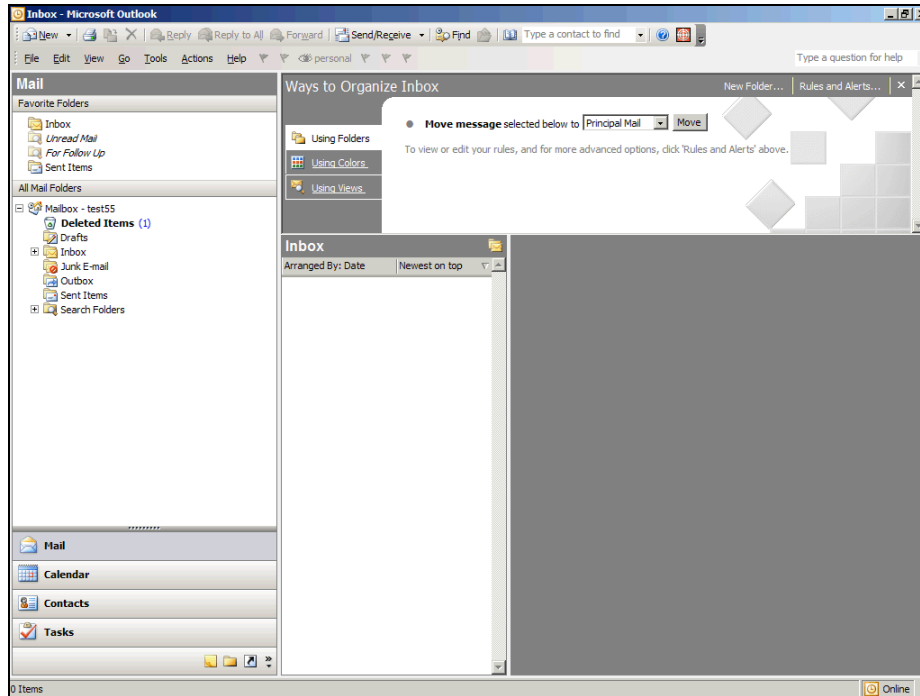




Step	Action
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2. Select **Organize**.

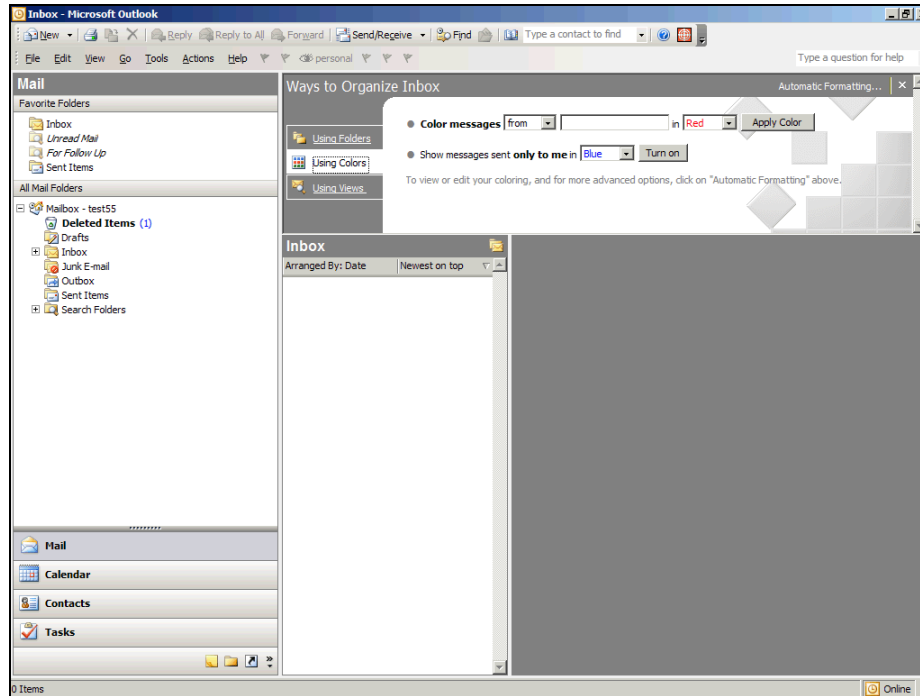




Step	Action
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3. Select **Using Colors**.

4. Type the other Outlook users name in this row.



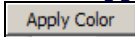
Step	Action
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- Use the pull down arrow to see a list of colors.



- Choose a color from the list.

- Select **Apply Color**.



- Congratulations, you have successfully completed the topic on Organizing by Color. Notice on this final screen that all messages from Test5 will come into the Inbox in Purple.

End of Procedure.