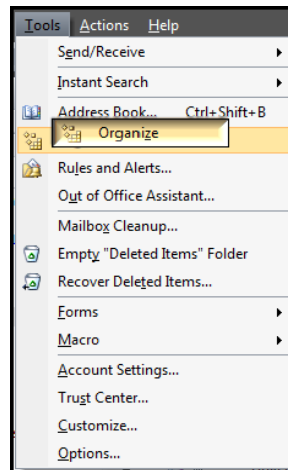


HOW TO:

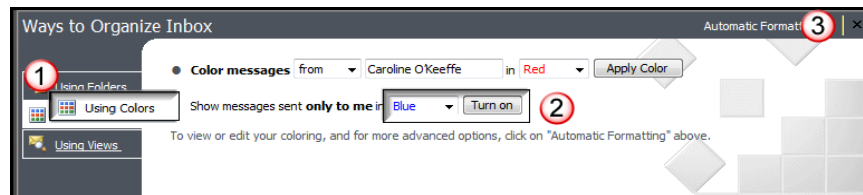
CHANGE THE COLOR OF MESSAGES IN YOUR INBOX:

Purpose: You can color-code messages that are addressed to you so that those messages stand out from other messages you are copied with or blind copied with.

1. At the **Tools** menu, navigate to **Organize**.



2. At the **Ways to Organize Inbox** dialog, click **1 Using Colors**.



3. At **Show messages sent only to me in** choose a colour from the drop-down list and click **2 Turn on**. To turn off the color setting, click **Turn off**. To change the color, first turn off the existing color, then choose another color and **Turn on**.
4. Use the **3 X** in the top right-hand corner to close the **Ways to Organize Inbox** dialog box.