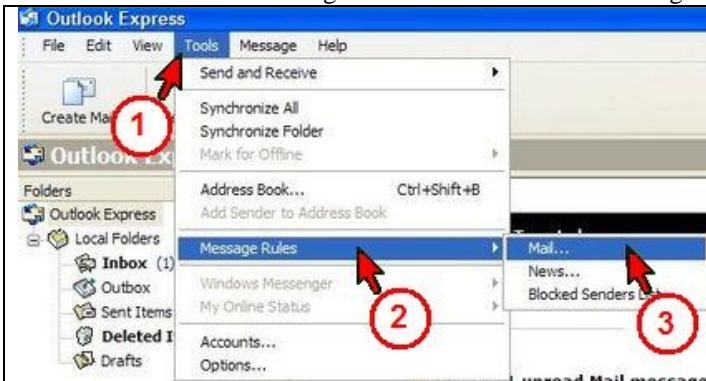


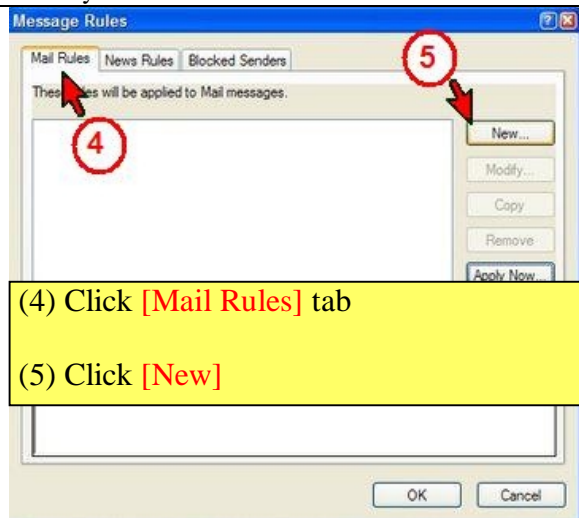


### Colour Code Your Incoming Email.

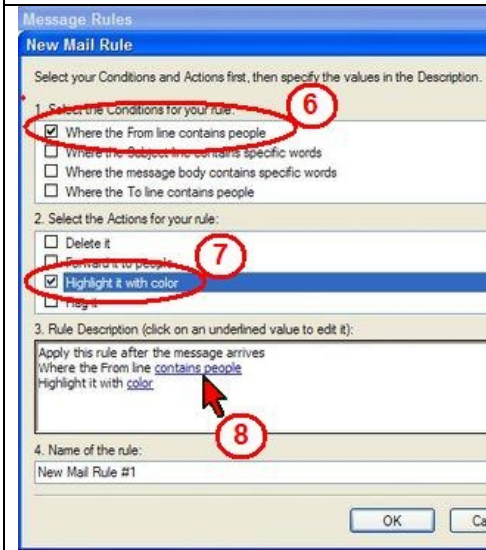
If you are using Outlook Express then you know that Message Rules are probably the most versatile and helpful feature. This feature is for helping you to easily identify the appropriate mail when wading through a mountain of junk emails. You can make it easy to just look at your inbox and be able to recognize email from business contacts, friends, or family just by the colour. You could set Message Rules to business contacts as green and family comes in blue.



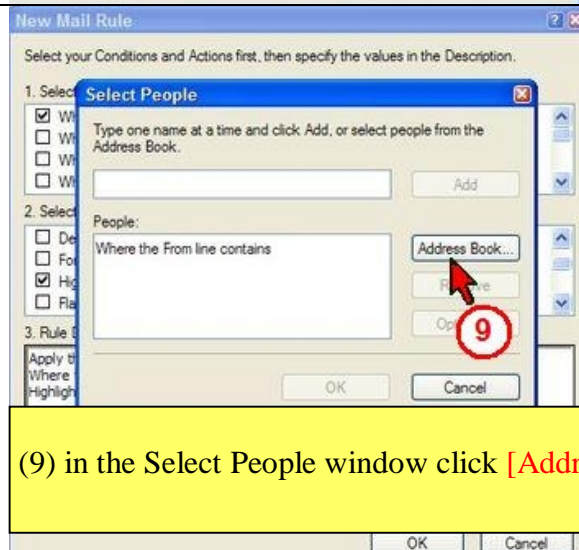
Select [Tools] then [Message Rules] then [Mail]



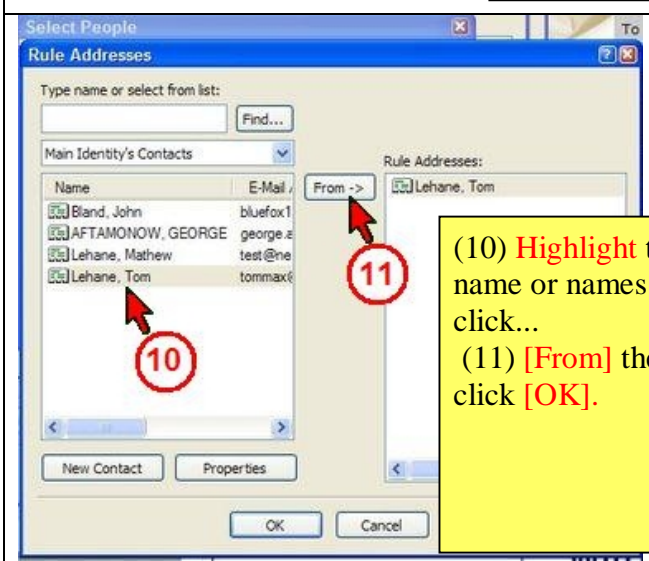
(4) Click [Mail Rules] tab  
(5) Click [New]



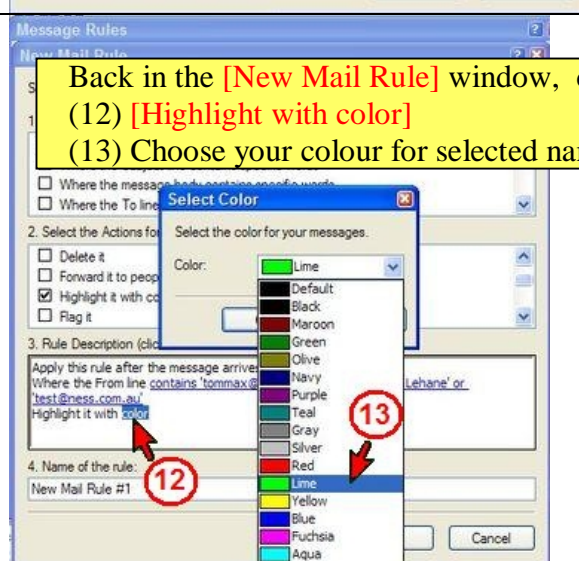
(6) Click... Where the From line contains people.  
(7) Scroll down and click... Highlight with color.  
(8) Click... Contains people



(9) in the Select People window click [Address Book]



(10) Highlight the name or names then click...  
(11) [From] then click [OK].



Back in the [New Mail Rule] window, click...  
(12) [Highlight with color]  
(13) Choose your colour for selected names.

Click [OK] and close down Message Rules. All in coming mail will be highlight in the colour of choice for select names.