

# How do I change the inbox folder to different colors for different people?

You can't change the color of the folders, but you can use automatic formatting to change the colors of the message headers in the inbox.

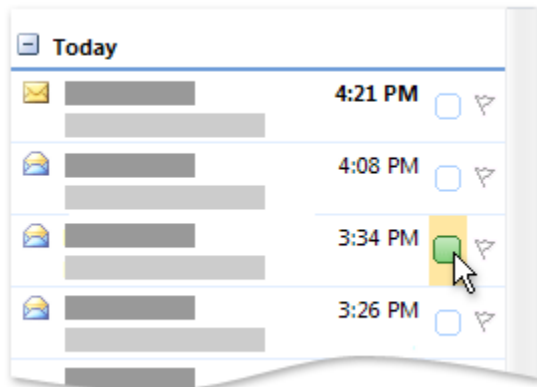
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## Quickly add a color category to a message in your Inbox


Assign a frequently used color category by selecting it as your default color category, called the Quick Click category. Then with a single click in your Inbox or other message list, you can assign the default color category to any message. This can be especially helpful if you focus on one main project or if you frequently categorize items as Important, Review Immediately, and so on.

First you set a color category as your Quick Click category, and then you assign it to items as necessary.

After you set a frequently used color category as your Quick Click category, you can click next to an item in the **Categories** column to assign that color category to the item.



## Set a Quick Click category

1. On the toolbar, click **Categorize** , and then click **Set Quick Click**.
2. In the **Set Quick Click** dialog box, in the drop-down list, select a color category.

If you change the Quick Click category, the color category that was previously assigned to items is not changed. However, if you change the name or color of a color category, all the items with the previous name or color will be updated to reflect the new name or color.

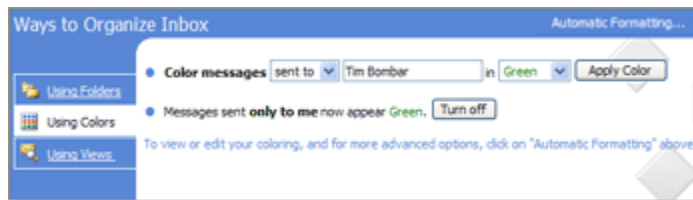
You can also set your Quick Click category on the **Categorize** menu in an open item.

# Change the color of messages in your Inbox

When you start Microsoft Office Outlook in the morning to check your e-mail, are you looking specifically for messages sent only to you? You can easily find them at a glance by color-coding messages addressed only to you. This helps you to prioritize those messages over those you receive from distribution lists or where you are addressed on the Cc or Bcc lines of messages.

## Color messages sent only to you

1 On the **Tools** menu, click **Organize**.



2. In the **Ways to Organize Inbox** dialog box, click **Using Colors**.
3. After **Show messages sent only to me in**, click the color that you want in the list.
4. Click **Turn on**.
5. Close the **Ways to Organize Inbox** dialog box.

To further customize how these messages appear, such as their font style and size, click **Using Colors**, and then click **Automatic Formatting** in the **Ways to Organize Inbox** dialog box.

To turn off the color setting, click **Turn off**.

To change the color, click **Turn off**, click the color that you want in the list, and then click **Turn on**.