



Quick Reference Card - So that's how! Great Outlook features to organize your Inbox [Help](#)

Color code with automatic formatting

Color code messages

1. Select one message from the person whose messages you'd like to see in a different color.
2. On the **Tools** menu, click **Organize** to display the Organize pane.
3. In the **Organize** pane, click **Using Colors**.
4. In the first bulleted item, you should see the words **From** and the name of the person who sent you the message. Then you should see the word **in** and a drop-down list box.
5. Click the box to select a color (or keep the default).
6. Click **Apply Color**.

Turn off color coding, change the color, or delete the color coding rule


1. In the upper-right corner of the **Organize** pane, click **Automatic Formatting**.


Note This button is available only when **Using Colors** is selected in the left portion of the Organize pane.
2. In the **Automatic Formatting** dialog box, select the rule you want to turn off, change, or delete, and then do one of the following:
 - To turn off the rule, clear the check box for the rule, and click **OK**.
 - To change the color, click the **Font** button under **Properties of selected rule**. In the **Font** dialog box, select the new color and click **OK** twice.
 - To delete the selected rule, click the **Delete** button, and click **OK**.

Use flags


Add flags to messages

When you're looking at a list of messages

Right-click the **Flag Status** column  for the message and click the flag that you want to use.

If you don't see the **Flag Status** column , you may be using a custom view. To see **Flag Status**, you'll need to reset your current view. To do this, click the **Arranged By** heading at the top of the list of messages and click **Custom**. Click the **Reset Current View** button.

When you're looking at a single, open message

Attach a flag by clicking the **Follow Up** button  on the **Standard** toolbar. Click the **Flag Type** drop-down box, select the desired flag color, and click **OK**.

Add a reminder

1. Right-click the **Flag Status** column and click **Add Reminder**.
The **Flag for Follow Up** dialog box is displayed.
2. Select a date by clicking the **Due by** drop-down arrow. You can specify a time in the next box to the right.

Sort messages according to their flags

On the **View** menu, point to **Arrange By** and click **Flag**.

Note In this arrangement, a message with a follow-up flag that was added by the *sender* will appear at the top of the Unflagged category. To sort the message along with those *you* have set flags for, right-click its **Flag Status** column and select a flag.

Use folders

Create and use a folder

Note that you can create folders anywhere in the Navigation Pane, not just in the Inbox.

1. To create a folder in your Inbox, do either of the following:
 - Right-click **Inbox** and click **New Folder** on the shortcut menu.
 - Point to **New** on the **File** menu and click **Folder**.

- In the **Name** box, type the name for the new folder. Verify that **Mail and Post Items** is selected in the **Folder contains** box, and that **Inbox** is selected in the **Select where to place the folder** box. Click **OK**.
- To move a message into a folder, drag it to the folder or right-click it and click **Move to Folder**.

See the contents of built-in Search Folders

- In the **Navigation Pane**, under **All Mail Folders**, click the plus sign next to **Search Folders**.
- Click a specific Search Folder to reveal its contents.

Create your own Search Folder

- On the **File** menu, point to **New**, and click **Search Folder**.
- In the **New Search Folder** dialog box, select the Search Folder type you want, customize the folder, and click **OK**.
- To see the results, look toward the bottom of the Folder List in the Navigation Pane, and click the plus sign next to **Search Folders**.

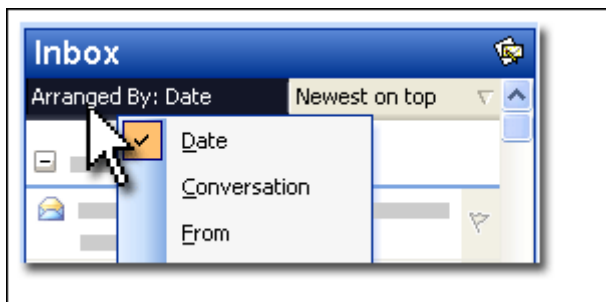
Add a folder to the Favorite Folders pane

Drag a folder to the **Favorite Folders** pane of the **Navigation Pane**, or right-click a folder, and click **Add to Favorite Folders**.

Remove a folder from the Favorite Folders pane

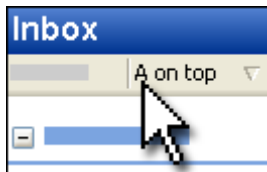
In the **Favorite Folders** pane, right-click the folder and click **Remove from Favorite Folders**.

Find it fast with arrangements



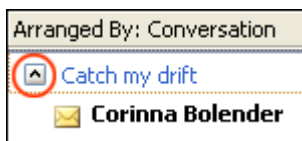
Switch between arrangements

Depending on how your messages are being displayed, you can use the **Arranged By** shortcut menu shown here. Or, point to **Arrange By** on the **View** menu, and click the arrangement that you'd like to switch to.



Change the sort order of an arrangement

Click the top of the list of messages. For example, if you're looking at messages arranged by subject, click **A on top**. The message order changes to **Z on top**, so that subjects are now ordered from Z to A.



Show or hide a conversation

Show the whole conversation by clicking the arrow at the top of a conversation.