

## 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**.