PRODUCTIV**IT**Y

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How to Change the Way Unread Messages are Highlighted in Outlook

By default, Outlook highlights unread messages in your Inbox with a bold font. You can change this by changing the color, font size, or even apply a completely different font.
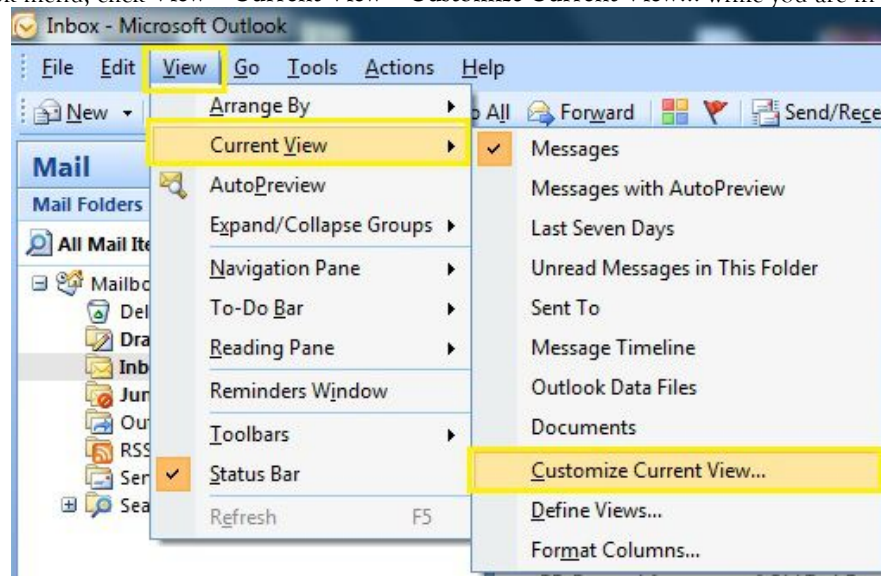
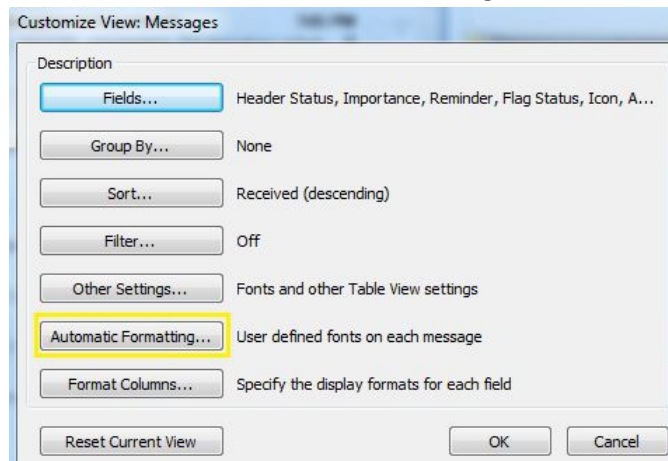**Click here** to learn how to change the way unread mail is highlighted in Outlook.

Prepared by Information Security and IT Governance Division of ICT. ProductivI.T.y showcases tips & tricks on various office and branch applications.

Outlook

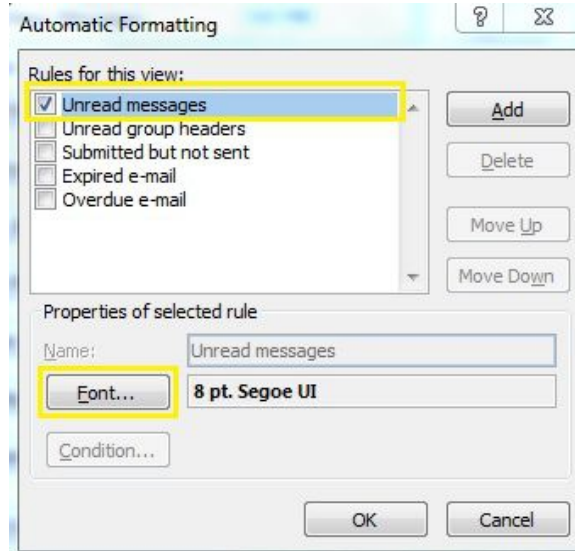How to Change the Way Unread Messages are Highlighted in Outlook

1. In Outlook menu, click **View > Current View > Customize Current View...** while you are in your Inbox.
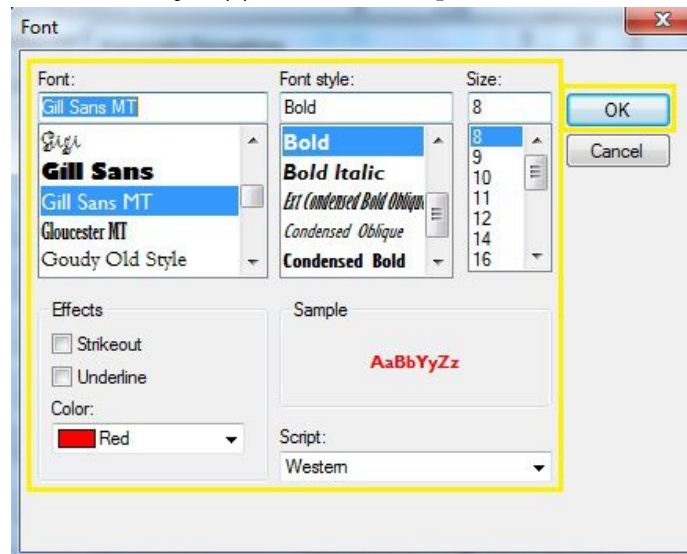

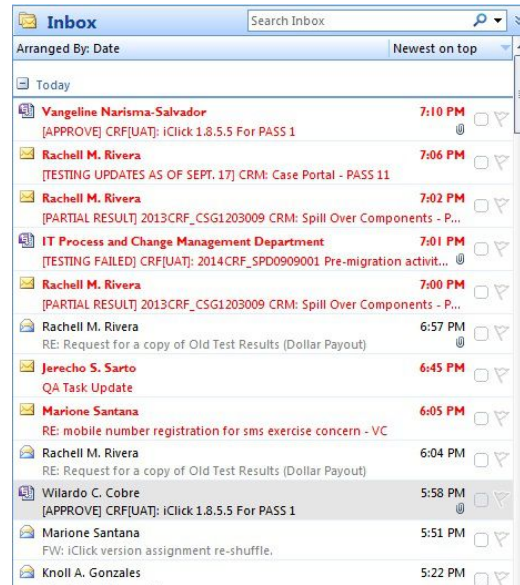2. Click on **Automatic Formatting...** button

3. Select **Unread messages** and **then click the Font... button**

4. Specify your desired settings then click **OK**.

5. When you go back to your Inbox you will see that the changes are already applied.

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