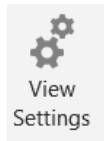


Formatting Specific Sender's Emails

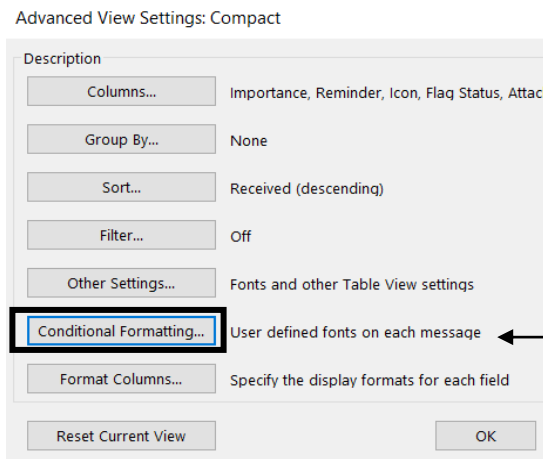
Step 1. Click on View tab in the top ribbon



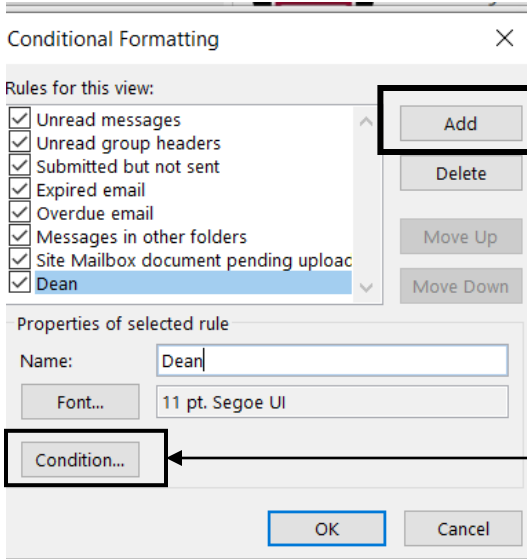
Step 2. Click on the “View Settings” button within the view tab:



Step 3. Once opened click on “Conditional Formatting”

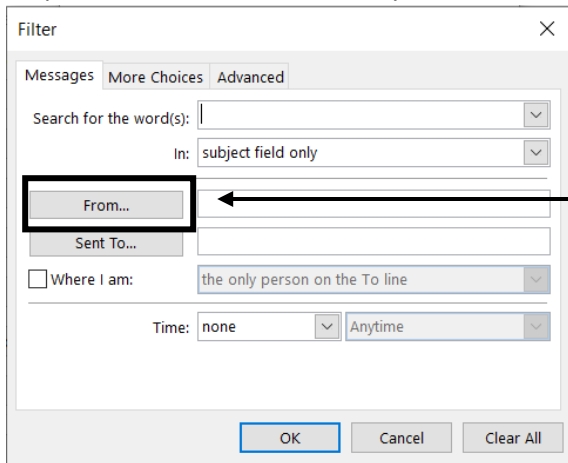


Step 4. Then click “ADD” and change “Untitled” to your desired name for ex. (Dean, or Coordinator)

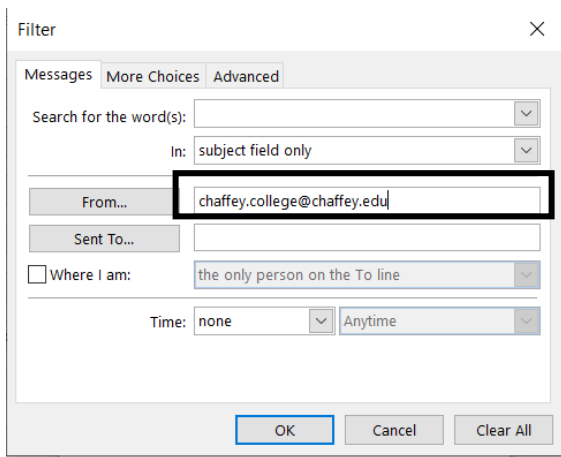


Step 5. After select “Condition” in the same menu

Step 6. Click on "From" and add your desired email address

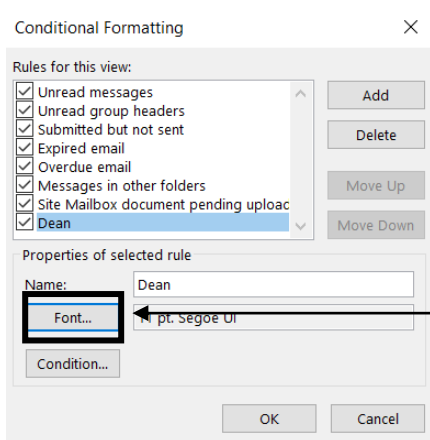


Step 7. Once you select your desired email address click on "From" to add their name to the email list then click "OK" to close the email address.

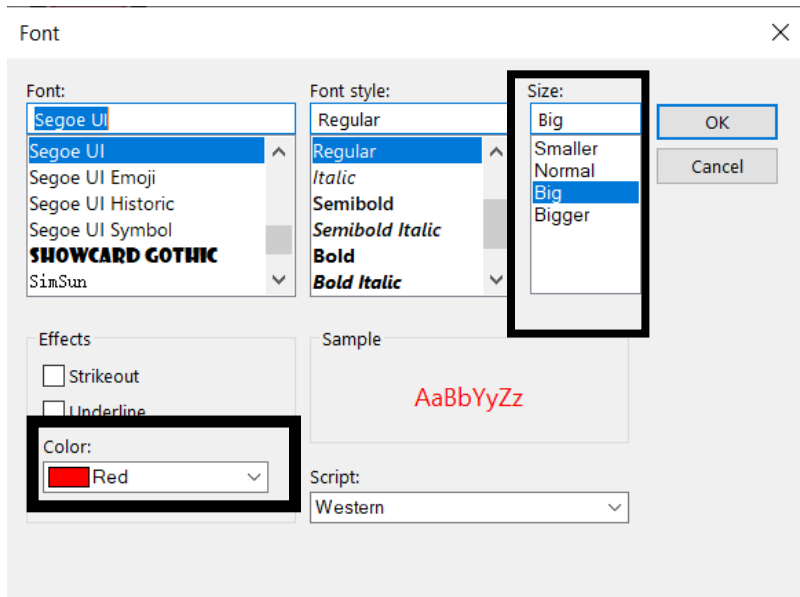


Step 8. Once you see their name populating the "From" section in the Filter spot click Ok at the bottom to Save your work

Step 9. Once back on "Conditional Formatting" select "Font" to start changing the size and color:



Step 10. Select desired color in the drop-down menu and for size you can select big or bigger to make it stand out more:



Step 11. Once you have your desired changes Click "OK" to save all the changes to each sheet.

If you don't see desired changes close your email and reopen to view changes.

EXAMPLE:

