## Définir la police par défaut dans Outlook

Outlook (nouveau)

1. Cliquez sur les paramètres dans la barre supérieure d'Outlook.

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2. Sélectionnez « Courrier » sur le côté gauche.

Settings	Email accounts	Email accounts				
Q Search settings	Automatic replies Signatures	You can switch between your accounts linked in Outlook, add accounts, and delete accounts.				
💄 Accounts	Categories	+ Add account				
🚱 General	Mobile devices					
🖂 Mail	Storage	Harry.Fowler@vpsgroup.com				
📰 Calendar		Microsoft 365				
Se People						

3. Choisissez « Rédiger et répondre » dans le menu déroulant.

Settings	Layout	Compose and reply
Q Search settings	Compose and reply	
	Smart suggestions	Message format
e Accounts	Attachments	Choose whether to display the From and Bcc lines when you're composing a message.
දිදු General	Rules	Always show Bcc
📔 🔤 Mail	Conditional formatting	Always show From
📰 Calendar	Sweep	Compose messages in $ $ HTML $\vee  $ format
es People	Junk email	
	Quick steps	Arial $\sim$ 11 $\sim$ <b>B</b> $I \cup$ <b>A</b> $\sim$
	Customize actions	Messages you write will look like this by default.
	Message handling	You can also change the format of your messages in the new message window.

4. Changez la police ici pour Arial et la taille à 11.

Settings	Layout	Compose and reply
Settings Q Search settings Q Accounts G General Mail Calendar S People	Layout Compose and reply Smart suggestions Attachments Rules Conditional formatting Sweep Junk email Quick steps Customize actions	Compose and reply     Message format   Choose whether to display the From and Bcc lines when you're composing a message.   Always show Bcc   Always show From   Compose messages in HTML    format     Arial     Image: Always of the format     Messages you write will look like this by default.
	Message handling	Tou can also change the format of your messages in the new message window.

## 5. Appuyez sur Enregistrer en bas à droite de l'écran.

Settings	Layout	Compose and reply
Q. Search settings         Q. Accounts         (2) General         Image: Calendar         Q. People	Compose and reply Smart suggestions Attachments Rules Conditional formatting Sweep Junk email Quick steps Customize actions Message handling Forwarding Retention policies Groups	Message format         Choose whether to display the From and Bcc lines when you're composing a message.         Always show Bcc         Always show From         Compose messages in         HTML ✓         format         Arial       11         Messages you write will look like this by default.         You can also change the format of your messages in the new message window.         Pop-out settings         Save

## Outlook Classique

1. Sélectionnez « Fichier » dans le coin supérieur gauche de l'écran.

₫ (	C ′∕ 🖾 ÷	𝒫 Search
	File Fome Send / Receive Vi	ew Help
	🏹 New Email 👻 🔟 Delete 🗸	□ Archive ▷ Move ~ ① Report ~ ∽ Reply   Reply All → Forward
File     ome     Send / Receive     View       Image: Send / Receive     Image: Send / Receive     Image: Send / Receive     View       Image: Send / Receive     Image: Send / Receive     Image: Send / Receive     Image: Send / Receive       Image: Send / Receive     Image: Send / Receive     Image: Send / Receive     Image: Send / Receive     Image: Send / Receive       Image: Send / Receive     Image: Send / Receive     Image: Send / Receive     Image: Send / Receive     Image: Send / Receive       Image: Send / Receive     Image: Send / Receive     Image: Send / Receive     Image: Send / Receive     Image: Send / Receive       Image: Send / Receive     Image: Send / Receive     Image: Send / Receive     Image: Send / Receive     Image: Send / Receive       Image: Send / Receive     Image: Send / Receive     Image: Send / Receive     Image: Send / Receive     Image: Send / Receive       Image: Send / Receive     Image: Send / Receive     Image: Send / Receive     Image: Send / Receive     Image: Send / Receive       Image: Send / Receive     Image: Send / Receive     Image: Send / Receive     Image: Send / Receive     Image: Send / Receive       Image: Send / Receive     Image: Send / Receive     Image: Send / Receive     Image: Send / Receive     Image: Send / Receive       Image: Send / Receive     Image: Send / Receive     Image: Send / Receive     Image: Send / R	re thinking in a more colorful way with thumbs, hearts, and smileys. Learn how	
RY	<	
~	✓Favorites	Focused Other By Date ✓ ↑

2. Sélectionnez « Options » dans le coin inférieur gauche de l'écran

$\left( \in \right)$	Account Information				
Info	Harry.Fowl Microsoft B	er@vpsgroup.com Exchange			
	+ Add Account	]			
Save As		Account Settings Change settings for this account or set up more connections			
Save Attachments	Settings ~	<ul> <li>Access this account on the web. https://outlook.office365.com/owa/vpsgr</li> </ul>			
Print		<ul> <li>Get the Outlook app for iOS or Android.</li> </ul>			
Office Account	Ŀ	Automatic Replies (Out of Office) Use automatic replies to notify others that you ar			
Feedback	Automatic Replies	not available to respond to email messages.			
Options		Mailbox Settings			
Exit	Tools	Manage the size of your mailbox by emptying De			

## 3. Sélectionnez « Courrier » dans le coin supérieur gauche de l'écran

Outlook Options	Change the settings for messages you create and receive. Compose messages Change the editing settings for messages. Compose messages in this format: HTML  Show text predictions while typing ①	?	×
General	Change the settings for messages you create and receive.		
Mail			
Calendar	General   Mail   Calendar   Groups   People   Tasks   Change the editing settings for messages. Compose messages in this format:   HTML *   Show text predictions while typing ①   4. Sélectionnez « Papier à lettres et polices »		
Groups		Editor Options	
People			
Tasks	$\checkmark$ Show <u>t</u> ext predictions while typing $\textcircled{0}$		
4. Sélectio	onnez « Papier à lettres et polices »		

${ig A}^{a}$ Use stationery to change default fonts and styles, colors, and backgrounds.	Stationery and <u>F</u> onts	
Outlook panes		

5. Sélectionnez « Police » pour les 3 zones de texte d'exemple et définissez la police sur Arial et la taille à 11. Une fois terminé, cliquez sur « OK »

Signatures and St	ationery	1	?	×
E-mail Signature	Personal Stationery			
Theme or statione	ry for new HTML e-mail message			
<u>T</u> heme	No theme currently selected			
Font: Use then	ne's font			~
New mail message	e)			
Eont	Sample Text			
Replying or forwa	rding messages			
F <u>o</u> nt	Sample Text			
☐ <u>M</u> ark my cor ☐ Pick a new <u>c</u>	nn ents with: Harry Fowler old r when replying or forwarding			
Composing and re	ading plain text messages			
Fo <u>n</u> t	Sample Text			
	<u>Get signature templates</u>			
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