## Standard-Schriftart in Outlook festlegen

**Neues Outlook** 

1. Klicken Sie oben in der Outlook-Leiste auf Einstellungen.

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Group Rebranding - SharePoin 2:30 PM Microsoft Teams Meeti	Ci	alendar	To D	2		53	×
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2. Wählen Sie auf der linken Seite "E-Mail" aus.

Settings	Email accounts	Email accounts
Q Search settings	Automatic replies	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	-	MICROSOTT 365
es People		

3. Wählen Sie im Einblendmenü "Verfassen und Antworten".

Settings	Layout	Compose and reply
Q Search settings	Compose and reply	
	Smart suggestions	Message format
O Accounts	Attachments	Choose whether to display the From and Bcc lines when you're composing a message.
දිබු 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> $I$ $\cup$ $\blacktriangle$ $\sim$
	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. Ändern Sie hier die Schriftart auf Arial und die Größe auf 11.

Settings	Layout	Compose and reply
Settings	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 \vee format     Arial     Image: Always and the format     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.

5. Klicken Sie unten rechts auf der Seite auf Speichern.

Settings	Layout	Compose and reply
<ul> <li>Q Search settings</li> <li>Q Accounts</li> <li>⊘ General</li> <li>✓ Mail</li> <li>☑ Calendar</li> <li>⊗ People</li> </ul>	Compose and reply Smart suggestions Attachments Rules Conditional formatting Sweep Junk email Quick steps Customize actions Message handling Forwarding Retention policies	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 ∨ B       I         Messages you write will look like this by default.       You can also change the format of your messages in the new message window.
	Groups	Pop-out settings

## **Klassisches Outlook**

1. Wählen Sie in der oberen linken Ecke des Bildschirms "Datei".



2. Wählen Sie in der unteren linken Ecke des Bildschirms "Optionen".

e	Account Info	ormation
Open & Export	Harry.Fowl Microsoft B	er@vpsgroup.com Exchange
	+ Add Account	Account Cattings
Save As	Account	Account Settings Change settings for this account or set up more connections.
Print	Settings ~	<ul> <li>Access this account on the web. <u>https://outlook.office365.com/owa/vpsgrou</u></li> <li><u>Get the Outlook app for iOS or Android.</u></li> </ul>
Office Account		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 Exit		Mailbox Settings Manage the size of your mailbox by emptying De
	Tools ~	

3. Wählen Sie in der oberen linken Ecke des Bildschirms "E-Mail"...

Outlook Options		? ×			
General	Change the settings for messages you create and receive.	i			
Mail Calendar	Compose messages				
Groups People Tasks	Change the editing settings for messages. <u>C</u> ompose messages in this format: HTML ~ Show text predictions while typing ①	Editor Options			
4. Wählen S	ie "Briefpapier und Schriftarten".				
A <sup>a</sup> Use stationery to change default fonts and styles, colors, and backgrounds. Stationery and <u>F</u> onts					
Outlook panes					

5. Wählen Sie "Schriftart" für alle 3 Beispieltextfelder und setzen Sie die Schriftart auf Arial und die Größe auf 11. Klicken Sie abschließend auf "OK".

Signatures and Sta	tionery				2	?	×
E-mail Signature	Personal Stat	tionery					
Theme or stationer	y for new HTM	/L e-mail message					
<u>T</u> heme	No theme o	urrently selected					
Font: Use them	ie's font						~
New mail message	5						
<u>F</u> ont			Sample Text				
Replying or forwar	ding message	5					
F <u>o</u> nt			Sample Text	1			
☐ <u>M</u> ark my con ☐ Pick a new <u>co</u>	nn ents with: Il <mark>c</mark> r when reply	Harry Fowler ying or forwarding					
Composing and re	ading plain tex	at messages					
Fo <u>n</u> t			Sample Text				
	<u>Get sig</u>	gnature templates					
				ОК		Can	cel