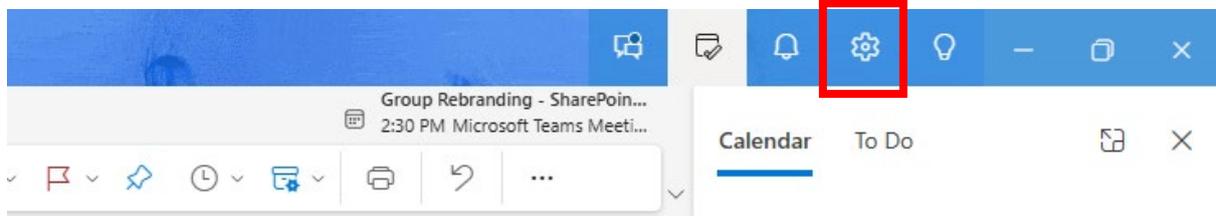


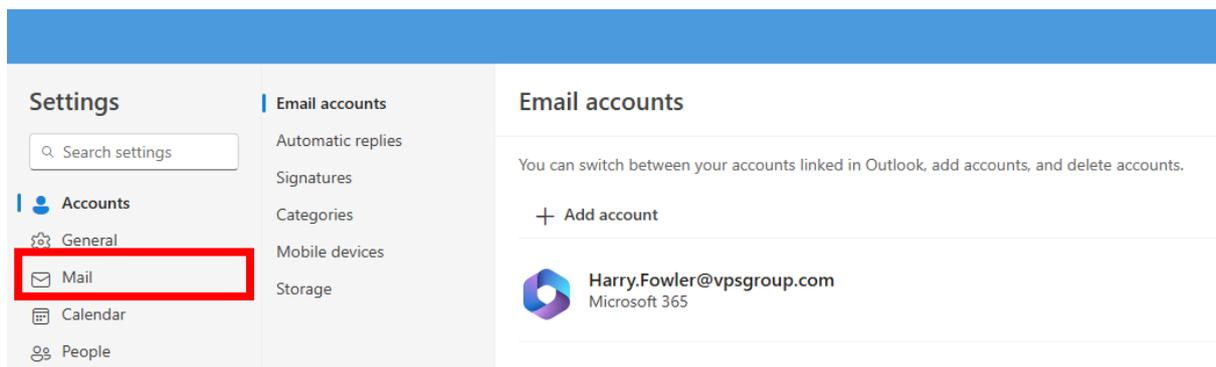
## Impostare il carattere predefinito in Outlook

Nuovo Outlook

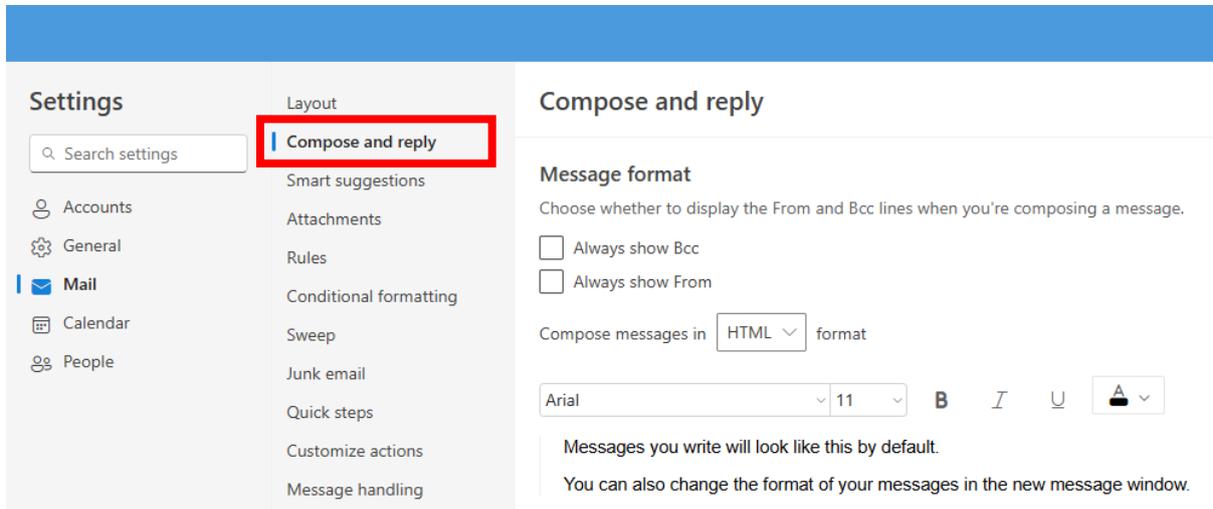
1. Fare clic su impostazioni nella barra superiore di Outlook.



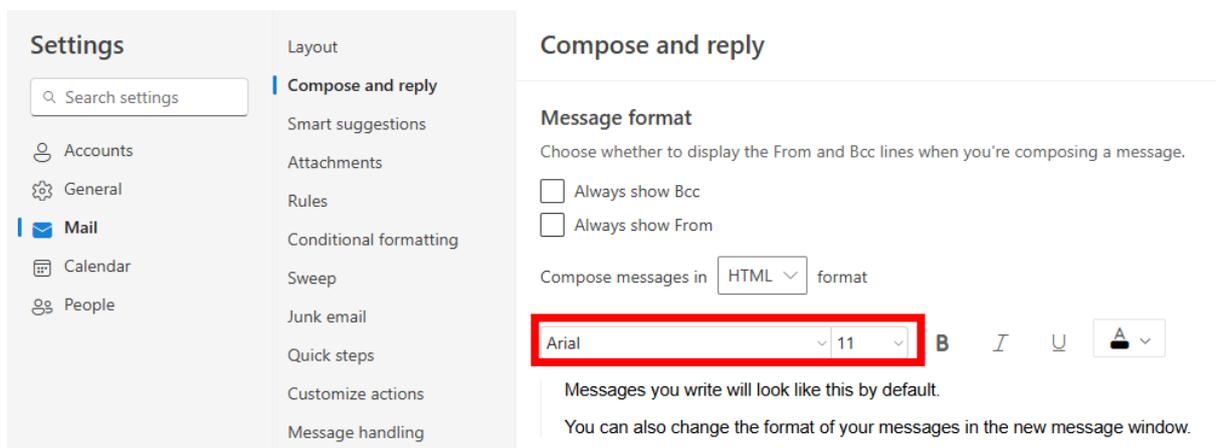
2. Selezionare 'Posta' sul lato sinistro.



3. Scegliere 'Componi e rispondi' nel menu a tendina.



4. Cambiare qui il carattere in Arial e la dimensione a 11.



5. Premere Salva in basso a destra dello schermo.

The screenshot shows the Outlook settings interface. On the left is a 'Settings' sidebar with a search bar and categories: Accounts, General, Mail (selected), Calendar, and People. The main area is titled 'Compose and reply' and contains the following settings:

- Layout**
- Compose and reply** (selected)
- Smart suggestions
- Attachments
- Rules
- Conditional formatting
- Sweep
- Junk email
- Quick steps
- Customize actions
- Message handling
- Forwarding
- Retention policies
- Groups

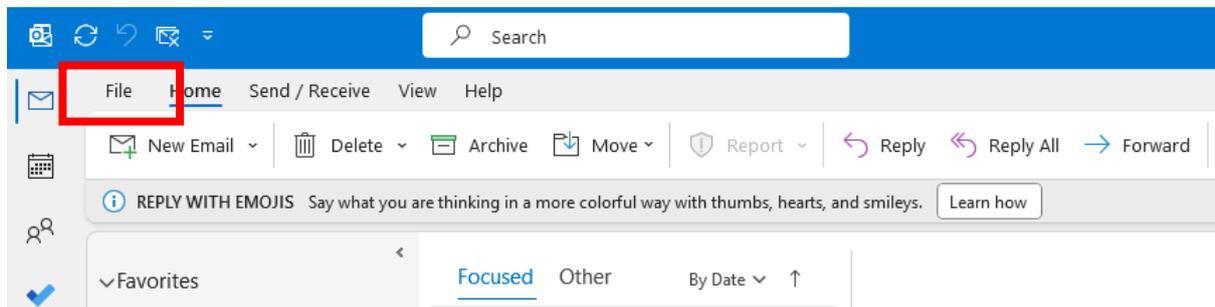
The 'Message format' section includes:

- 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
- Font settings: Arial, 11, Bold (B), Italic (I)
- Preview text: "Messages you write will look like this by default. You can also change the format of your messages in the new message window."

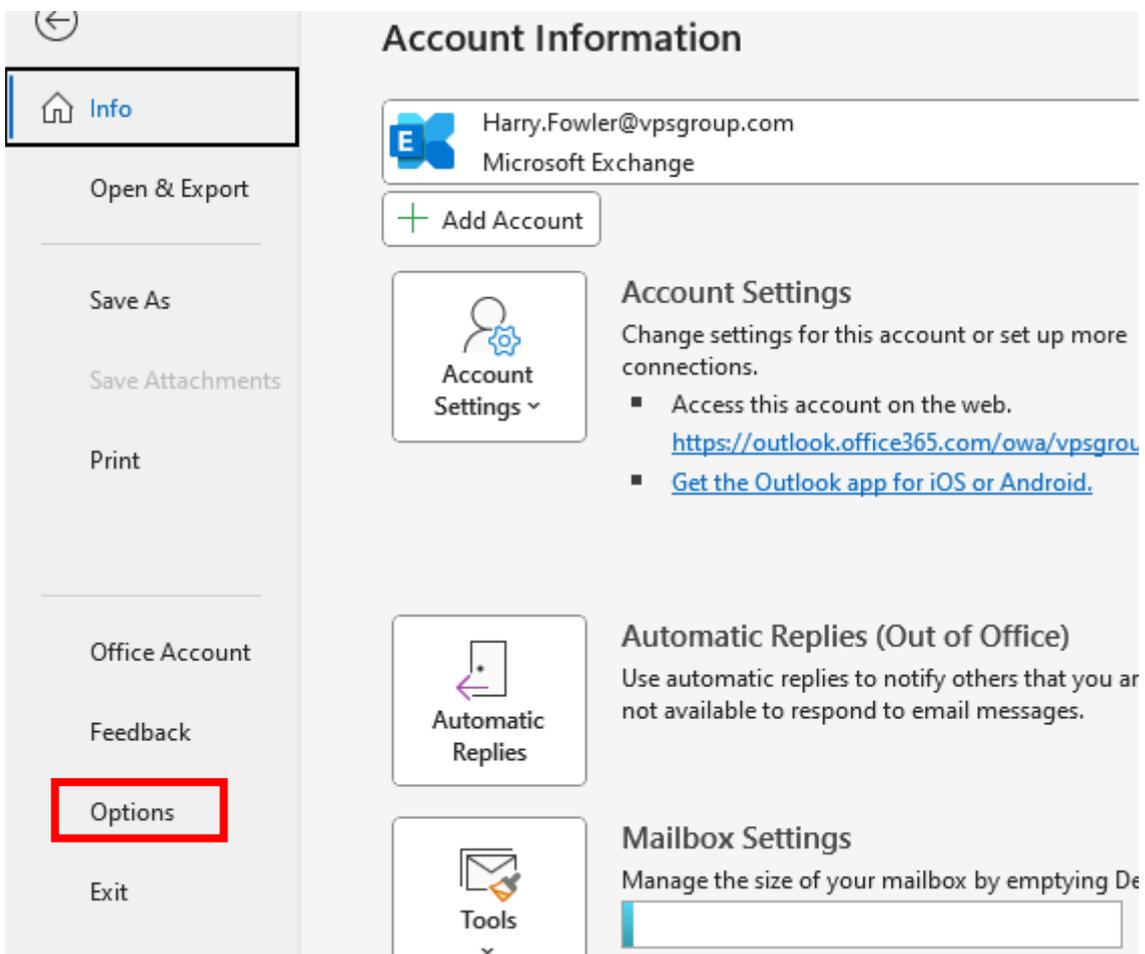
The 'Pop-out settings' section is partially visible at the bottom. At the bottom right, there are two buttons: a blue 'Save' button (highlighted with a red box) and a grey 'Discard' button.

## Outlook Classico

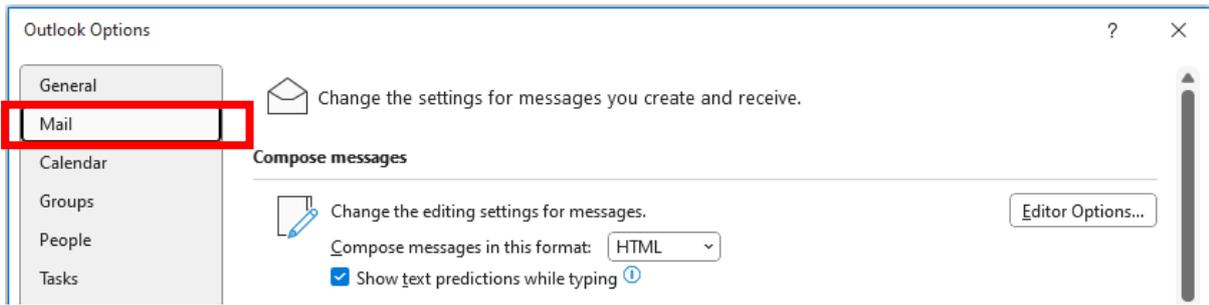
1. Selezionare 'File' nell'angolo in alto a sinistra dello schermo.



2. Selezionare 'Opzioni' nell'angolo in basso a sinistra dello schermo.



3. Selezionare 'Posta' nell'angolo in alto a sinistra dello schermo.



4. Selezionare 'Carta intestata e caratteri'.



5. Selezionare 'Carattere' per tutte e 3 le caselle di testo di esempio e impostare il carattere su Arial e la dimensione su 11. Una volta completato, fare clic su 'OK'.

