Impostare il carattere predefinito in Outlook

Nuovo Outlook

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

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					Grou 2:30	p Rebrand PM Micro	ding - ShareF soft Teams M	oin leeti	Ca	lendar	To Do	2		53	×
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2. Selezionare 'Posta' sul lato sinistro.

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		Microsoft 365
es People		

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

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.					
€ිූ General	Rules	Always show Bcc					
📔 🔤 Mail	Conditional formatting	Always show From					
📰 Calendar	Sweep	Compose messages in $ $ HTML \vee format					
89 People	Junk email						
	Quick steps	Arial \sim 11 \sim B $I \cup$ \clubsuit \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. Cambiare qui il carattere in Arial e la dimensione a 11.

Settings	Layout	Compose and reply				
Q. Search settings 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 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 11 Message you write will look like this by default. You can also abore the format of your messages in the powr message window				
	wessage nandling	Tou can also change the format of your messages in the new message window.				

5. Premere Salva in basso a destra dello schermo.

Settings Layout	Compose and reply			
Q. Search settings Compose and reply Q. Search settings Smart suggestions Q. Accounts Attachments Q. General Rules Image: Calendar Sweep Q. Search settings 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 You can also change the format of your messages in the new message window. Pop-out settings			

Outlook Classico

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



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

	Account Info	ormation		
	Harry.Fowl Microsoft E	er@vpsgroup.com xchange		
Save As Save Attachments Print	Account Settings ~	Account Settings Change settings for this account or set up more connections. Access this account on the web. <u>https://outlook.office365.com/owa/vpsgrou</u> <u>Get the Outlook app for iOS or Android.</u>		
Office Account Feedback	Automatic Replies	Automatic Replies (Out of Office) Use automatic replies to notify others that you ar not available to respond to email messages.		
Options Exit	Tools	Mailbox Settings Manage the size of your mailbox by emptying De		

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

Outlook Options		? ×				
General	Change the settings for messages you create and receive.	i				
Calendar	Compose messages					
Groups People Tasks	Change the editing settings for messages. <u>C</u> ompose messages in this format: HTML → Show <u>t</u> ext predictions while typing ①	Editor Options				
4. Selezionare 'Carta intestata e caratteri'.						
A^{a} Use station	ery to change default fonts and styles, colors, and backgrounds.	Stationery and <u>F</u> onts				
Outlook panes						

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'.

Signatures and St	ationery				?	×
E-mail Signature	Personal Sta	ationery				
Theme or statione	ry for new HTM	ML e-mail message				
<u>T</u> heme	No theme of	currently selected				
Font: Use then	ne's font					~
New mail message	25					
<u>F</u> ont			Sample Text			
Replying or forwa	rding message	25				
F <u>o</u> nt			Sample Text	1		
☐ <u>M</u> ark my cor ☐ Pick a new <u>c</u> Composing and re	nn ents with: oldr when reply eading plain te	Harry Fowler ying or forwarding ext messages				
Fo <u>n</u> t		2	Sample Text			
	<u>Get si</u>	ignature templates				
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