Standaardlettertype instellen in Outlook

Nieuw Outlook

1. Klik op instellingen in de bovenste balk van Outlook.

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	Group Rebranding - SharePoin 2:30 PM Microsoft Teams Meeti				oin eeti	Calendar To Do		53	×						
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2. Selecteer 'E-mail' aan de linkerkant.

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

3. Kies 'Opstellen en beantwoorden' in het keuzemenu.

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.
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 $I \cup$ A \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. Verander hier het lettertype naar Arial en de grootte naar 11.

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.
స్ట్రి General	Rules	Always show Bcc
📔 🔁 Mail	Conditional formatting	Always show From
📰 Calendar	Sweep	Compose messages in HTML \checkmark format
es People	Junk email	
	Quick steps	Arial \sim 11 \sim B \mathcal{I} \cup \clubsuit \checkmark
	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.

5. Druk op Opslaan rechtsonder in het scherm.

Settings	Layout	Compose and reply
Q. Search settings 9 Image: Open setting sett	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 \scale 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. Selecteer 'Bestand' in de linkerbovenhoek van het scherm.



2. Selecteer 'Opties' in de linkerbenedenhoek van het scherm.

$\left(\leftarrow \right)$	Account Info	ormation			
Open & Export	Harry.Fowle Microsoft E	Harry.Fowler@vpsgroup.com Microsoft Exchange			
Save As	+ Add Account	Account Settings Change settings for this account or set up more connections. Access this account on the web. <u>https://outlook.office365.com/owa/vpsgro</u>			
Save Attachments Print	Account Settings ~				
Office Account Feedback	Automatic Replies	 Get the Outlook app for IOS or Android. 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. Selecteer 'E-mail' in de linkerbovenhoek van het scherm.

Outlook Options		?	×				
General	Change the settings for messages you create and receive.						
Mail							
Calendar	Compose messages						
Groups People	Change the editing settings for messages.	Editor Options	Ш				
Tasks	Show text predictions while typing $\textcircled{0}$						
4. Selecteer 'Briefpapier en lettertypen'.							
A^{a} Use station	nery to change default fonts and styles, colors, and backgrounds.	Stationery and <u>F</u> onts	i]				
Outlook panes							

5. Selecteer 'Lettertype' voor alle 3 voorbeeldtekstvakken en stel het lettertype in op Arial en de grootte op 11. Klik op 'OK' zodra u klaar bent.

Signatures and Stationery			?	×
E-mail Signature Personal Stationery				
Theme or stationery for new HTML e-mail message				
Iheme No theme currently selected				
Font: Use theme's font				~
New mail messages				
<u>F</u> ont	Sample Text			
Replying or forwarding messages				
F <u>o</u> nt	Sample Text	3 <u></u>		
Mark my comments with: Harry Fowler Fick a new <u>color</u> when replying or forwarding Composing and reading plain text messages				
Fo <u>n</u> t	Sample Text			
<u>Get signature templates</u>				
		ОК	Can	cel