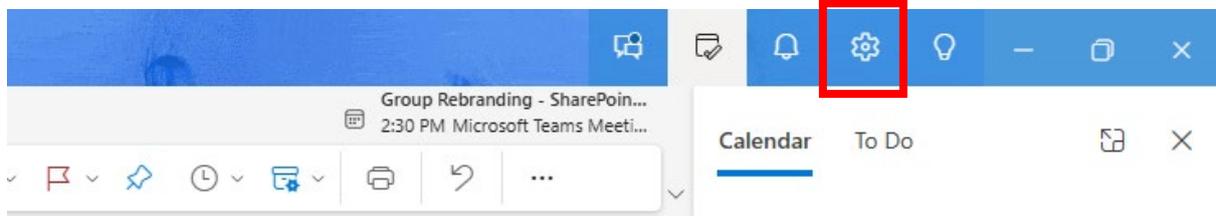


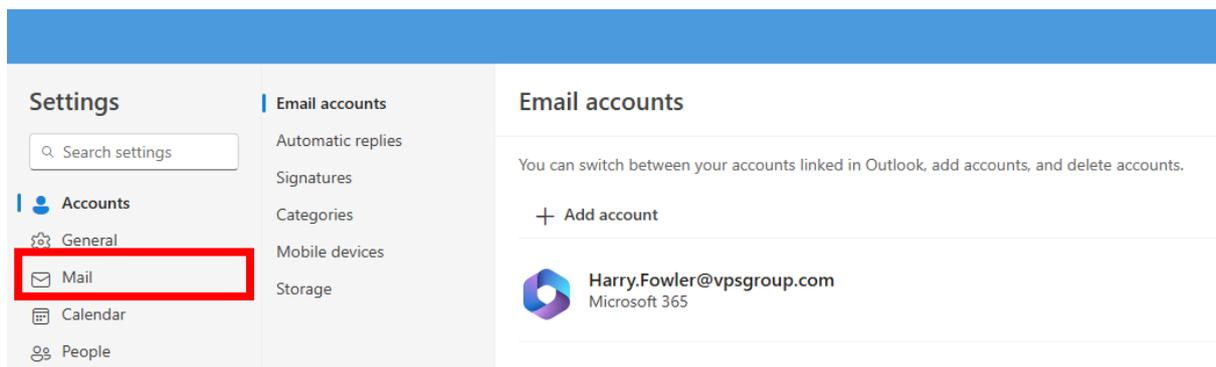
Establecer la fuente predeterminada en Outlook

Outlook (nuevo)

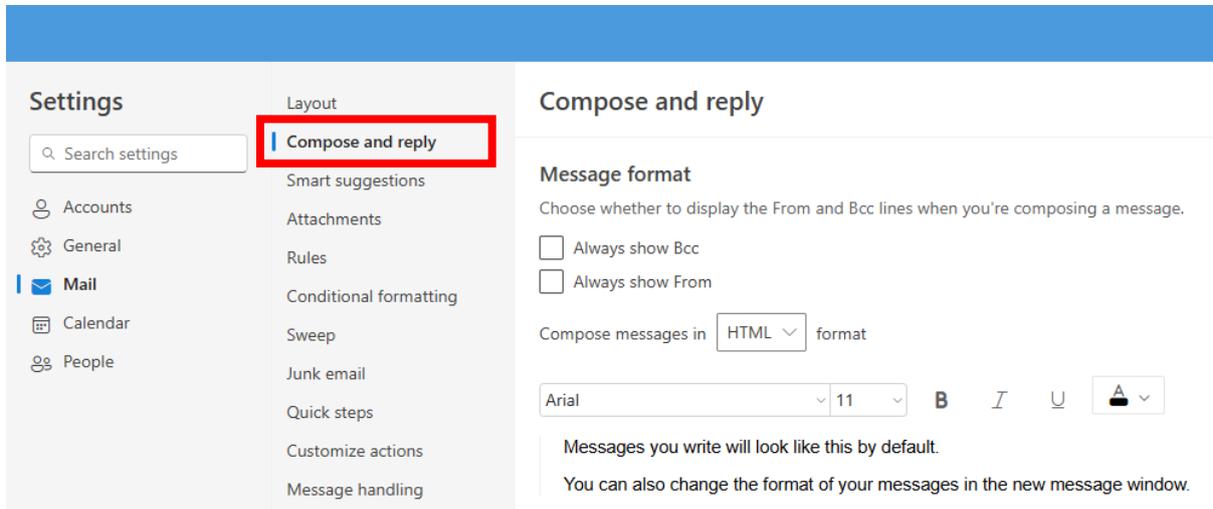
1. Haga clic en configuración en la barra superior de Outlook.



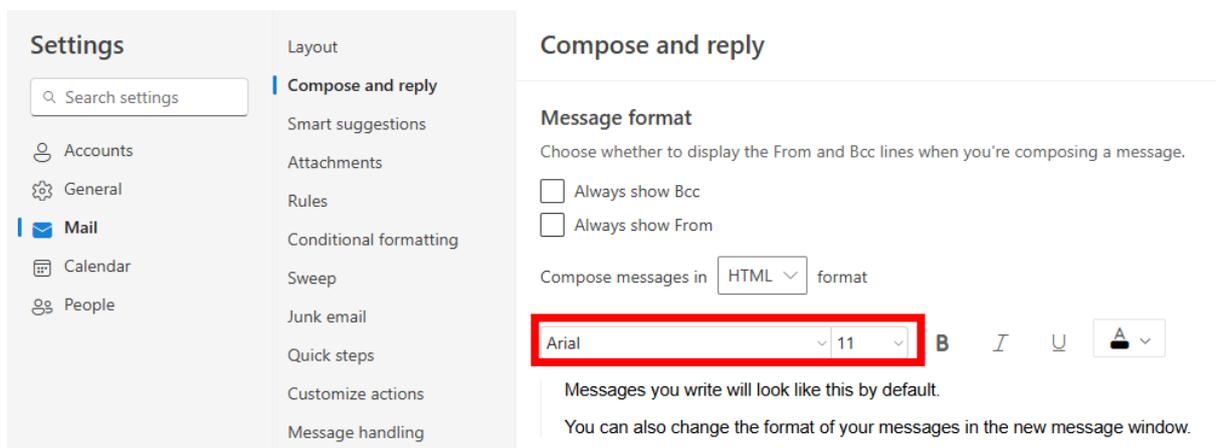
2. Seleccione «Correo» en el lado izquierdo.



3. Elija «Redactar y responder» en el menú desplegable.



4. Cambie la fuente aquí a Arial y el tamaño a 11.



5. Presione Guardar en la parte inferior derecha de la pantalla.

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

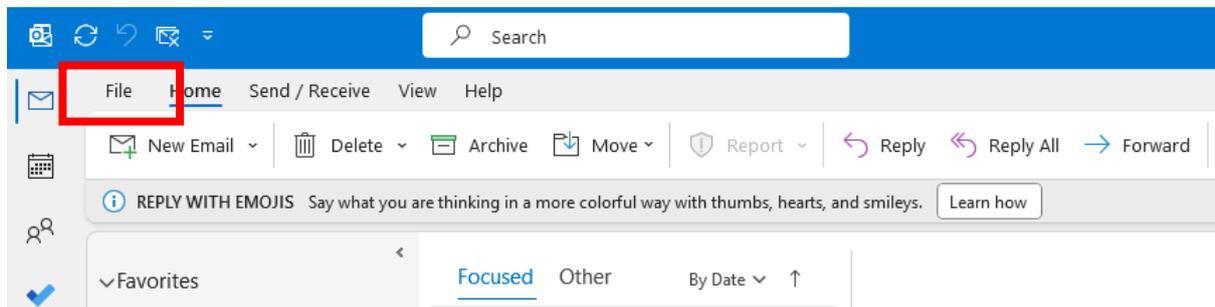
Under the 'Compose and reply' section, the 'Message format' settings are visible:

- 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: Arial, Size: 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."

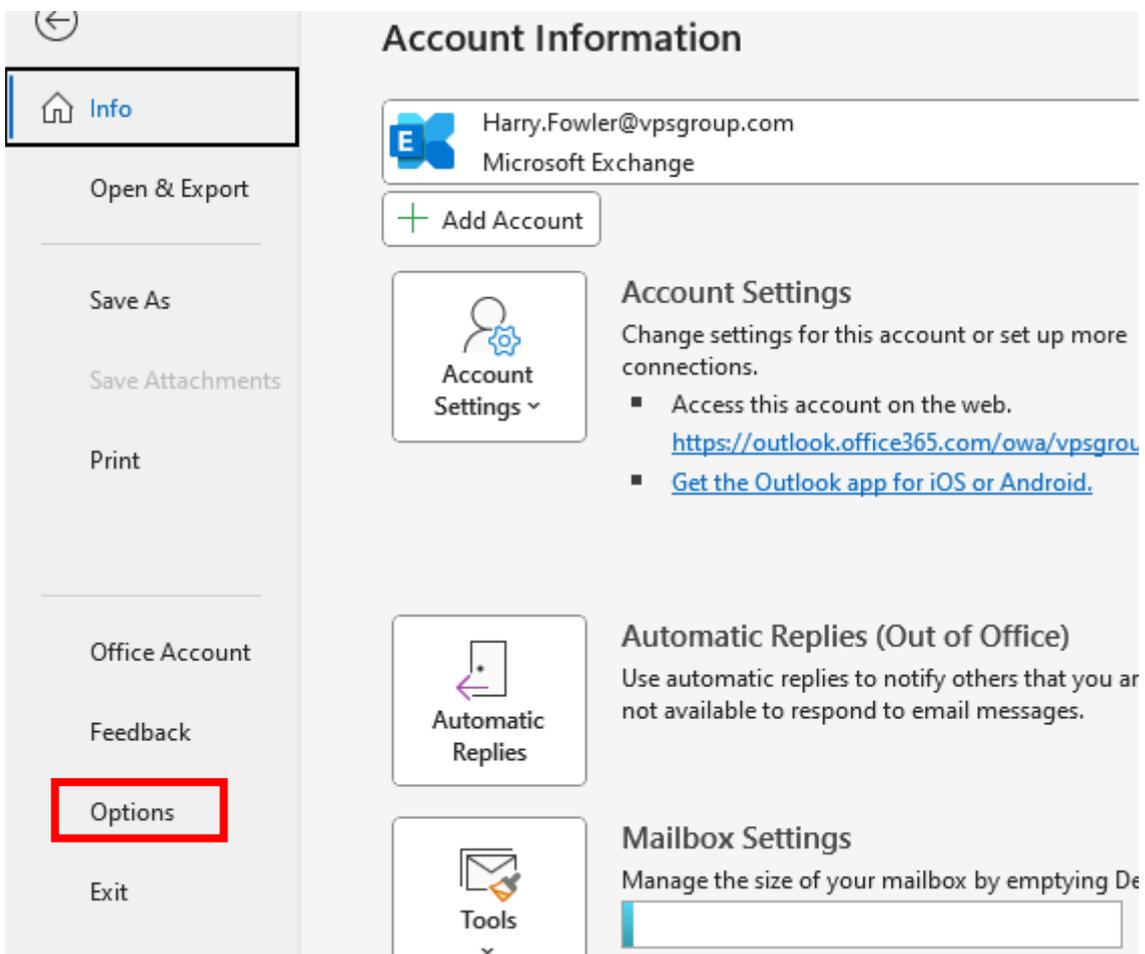
At the bottom right, there are two buttons: 'Save' (highlighted with a red box) and 'Discard'.

Outlook Classique

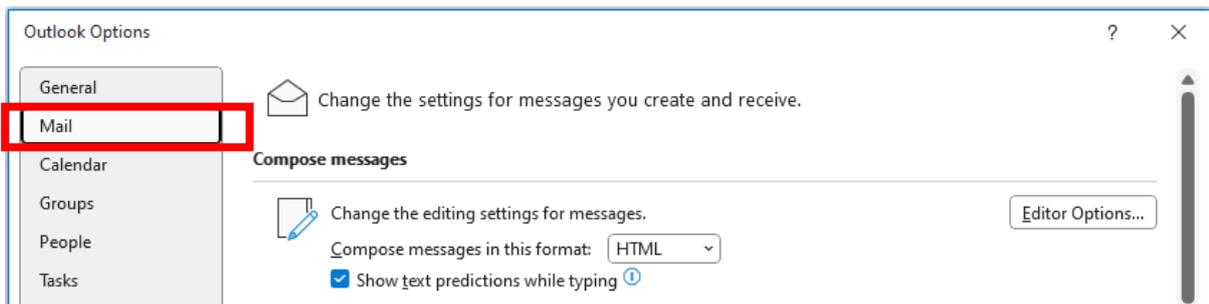
1. Seleccione «Archivo» en la esquina superior izquierda de la pantalla.



2. Seleccione «Opciones» en la esquina inferior izquierda de la pantalla.



3. Seleccione «Correo» en la esquina superior izquierda de la pantalla.



4. Seleccione «Papel de carta y fuentes».



5. Seleccione «Fuente» para las 3 casillas de texto de ejemplo y configure la fuente en Arial y tamaño en 11. Una vez que haya terminado, haga clic en «Aceptar».

