Establecer la fuente predeterminada en Outlook

Outlook (nuevo)

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

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					Grou 2:30	ip Rebrand PM Micro	ling - SharePoin. soft Teams Meeti.		Ca	lendar	To Do	2	53	×
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2. Seleccione «Correo» en el lado izquierdo.

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	Signatures	+ Add account			
ති General	Mobile devices				
🖂 Mail	Storage	Harry.Fowler@vpsgroup.com			
📰 Calendar					
es People					

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

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

Settings	Layout	Compose and reply				
 Q Search settings Q Accounts Image: General 	Compose and reply Smart suggestions Attachments Rules	Message format Choose whether to display the From and Bcc lines when you're composing a message.				
Mail Calendar Sg People	Conditional formatting Sweep Junk email	☐ Always show From Compose messages in HTML ∨ format				
	Quick steps Customize actions Message handling	Arial \checkmark 11 \checkmark B \mathcal{I} \sqcup \blacktriangle Messages you write will look like this by default.You can also change the format of your messages in the new message window.				

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

Settings	Layout	Compose and reply
Q. Search settings Q. Accounts Image: Second setting	Compose and reply Smart suggestions Attachments Rules Conditional formatting Sweep 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
		Distance

Outlook Classique

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



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

e	Account Info	ormation		
C Info Open & Export	Harry.Fowl Microsoft E	er@vpsgroup.com ixchange		
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. Seleccione «Correo» en la esquina superior izquierda de la pantalla.

Outlook Options		?	×
General	Change the settings for messages you create and receive.		î
Mail Calendar	Compose messages		Ш
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	<u>E</u> ditor Options	
4. Seleccio	one «Papel de carta y fuentes».		
A^a Use station	nery to change default fonts and styles, colors, and backgrounds.	Stationery and <u>F</u> onts	;]
Outlook panes			

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

Signatures and St	ationery				?	×
E-mail Signature	Personal Sta	tionery				
Theme or statione	ry for new HTN	ML e-mail message				
Theme	No theme of	currently selected				
Font: Use then	ne's font					~
New mail message	es					
<u>F</u> ont			Sample Text			
Replying or forwa	rding message	5				
F <u>o</u> nt			Sample Text	1. <u> </u>		
Mark my cor	nn ents with: old r when reply	Harry Fowler ying or forwarding				
Fo <u>n</u> t		xt messages	Sample Text			
	Get si	gnature templates				
				ОК	Ca	ncel