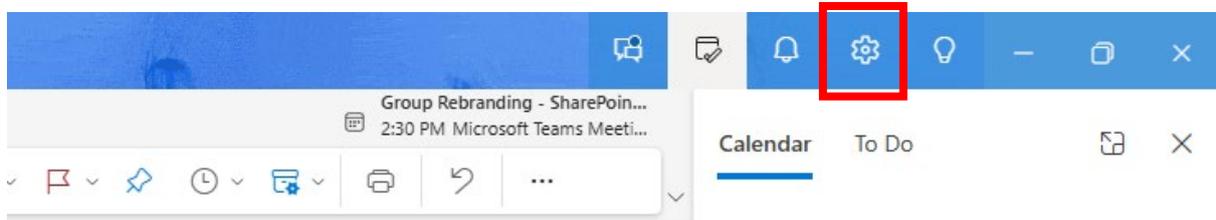


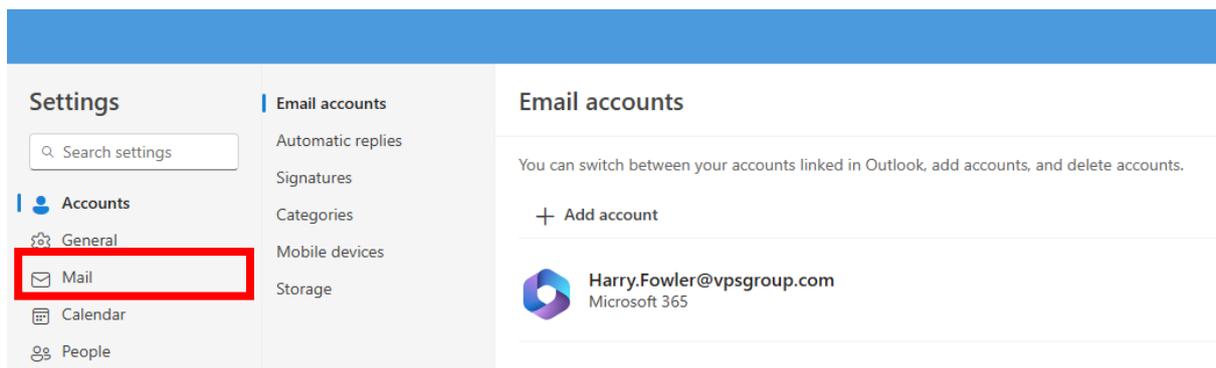
Set Default Font in Outlook

Outlook (new)

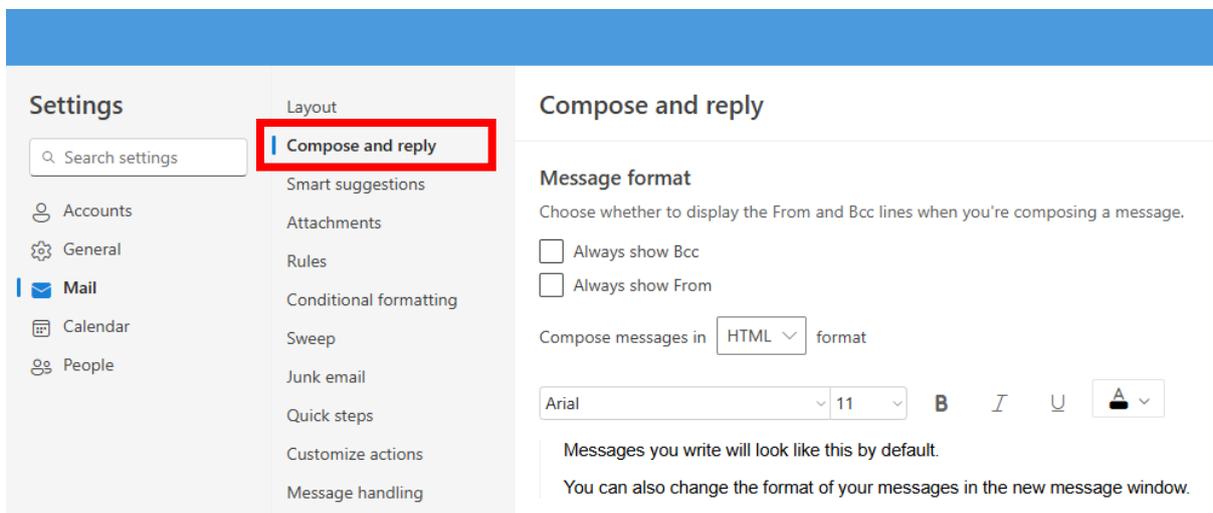
1. Click on settings on the top bar of Outlook



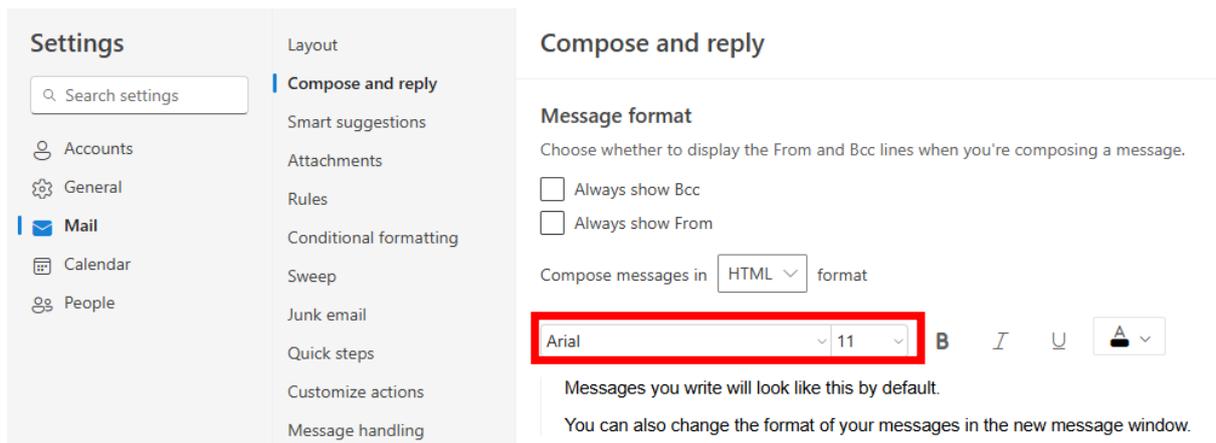
2. Select 'Mail' on the left hand side



3. Choose 'Compose and Reply' from the inset menu



4. Change the font here to Arial and size 11.



5. Press Save in the bottom right of the screen

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

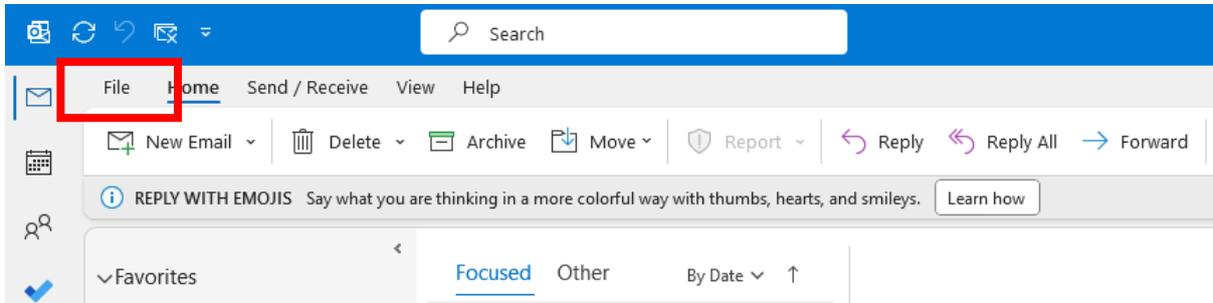
Under the 'Compose and reply' section, the 'Message format' settings are visible:

- 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."

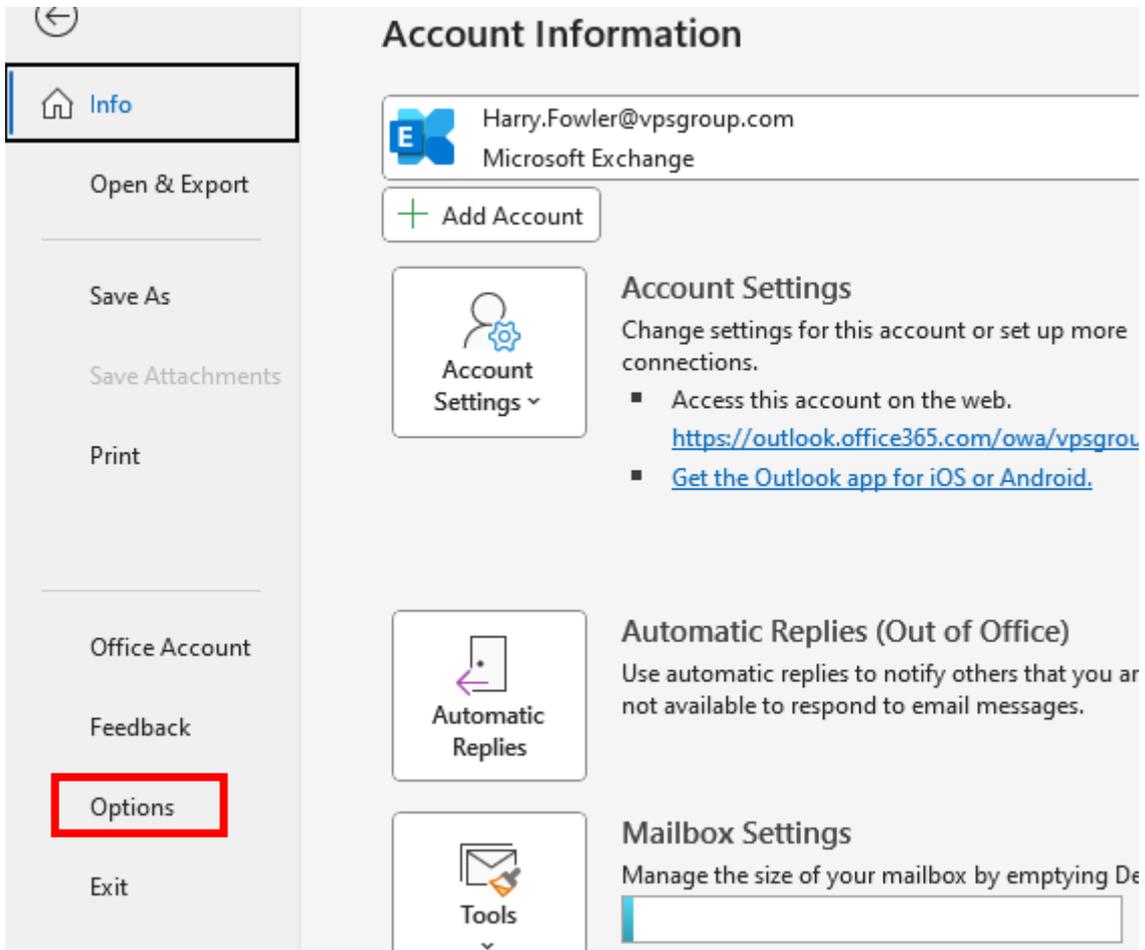
At the bottom right, there are two buttons: a blue 'Save' button (highlighted with a red box) and a grey 'Discard' button.

Outlook Classic

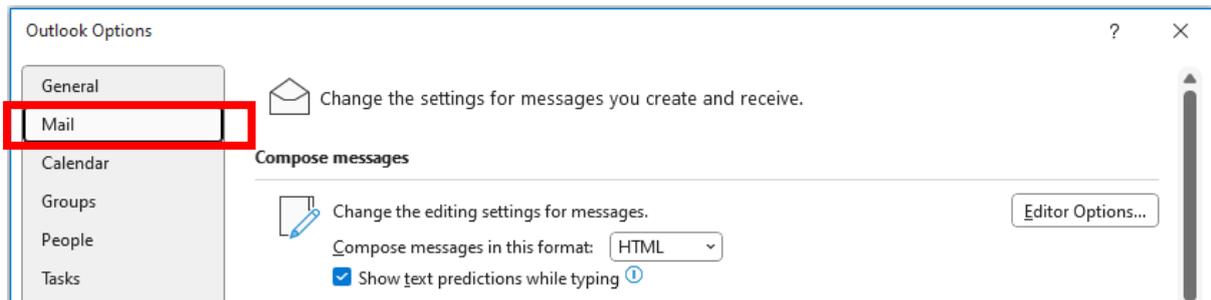
1. Select "File" in the top left-hand corner of the screen



2. Select "Options" in the bottom left-hand corner of the screen



3. Select "Mail" in the top left-hand corner of the screen



4. Select "Stationery & Fonts"



5. Select "Font" for all 3 sample text boxes and set the font to Arial and size 11. Once complete click "OK"

