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

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

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

Settings	Layout	Compose and reply
Q Search settings	Compose and reply	
	Smart suggestions	Message format
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 $HTML \sim$ format
es 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. Change the font here to Arial and size 11.

Settings Layout	Compose and reply
Settings Layout Q Search settings Compose and reply Smart suggestions Smart suggestions Accounts Attachments Image: Calendar Sweep Image: Quick steps 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 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

5. Press Save in the bottom right of the screen

Settings	Layout	Compose and reply		
Q. Search settings Q. Accounts (2) General Image: Calendar Q3 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 \sigma Arial Yes		
	Message handling Forwarding Retention policies Groups	You can also change the format of your messages in the new message window. Pop-out settings Save Discard		

Outlook Classic

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

₫ (C り ፼ ⇒	𝒫 Search
	File <mark>Fome</mark> Send / Receive Vi	ew Help
	🏹 New Email 👻 🔟 Delete 🗸	□ Archive ▷ Move ~ ① Report ~ ∽ Reply ▲ Reply All → Forward
	i REPLY WITH EMOJIS Say what you a	re thinking in a more colorful way with thumbs, hearts, and smileys. Learn how
אא ע	 Favorites 	Focused Other By Date → ↑

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

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

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

Outlook Options		?	\times
General	Change the settings for messages you create and receive.		â
Mail			
Calendar	Compose messages		
Groups	Change the editing settings for messages.	Editor Options	L
People	<u>Compose messages in this format:</u>		
Tasks	Show <u>t</u> ext predictions while typing ①		
4. Select	"Stationary & Fonts"		



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

Signatures and St	ationery		?	×
E-mail Signature	Personal Stationery			
Theme or statione	ry for new HTML e-mail message			
Theme	No theme currently selected			
Font: Use then	ne's font			~
New mail message	25			
Eont	Sample Text			
Replying or forwar	rding messages			
F <u>o</u> nt	Sample Text	2 <u></u>		
Mark my cor	nn ents with: Harry Fowler			
Pick a new <u>co</u> Composing and re	oler when replying or forwarding			
Fo <u>n</u> t	Sample Text			
	<u>Get signature templates</u>			
		ОК	Ca	incel