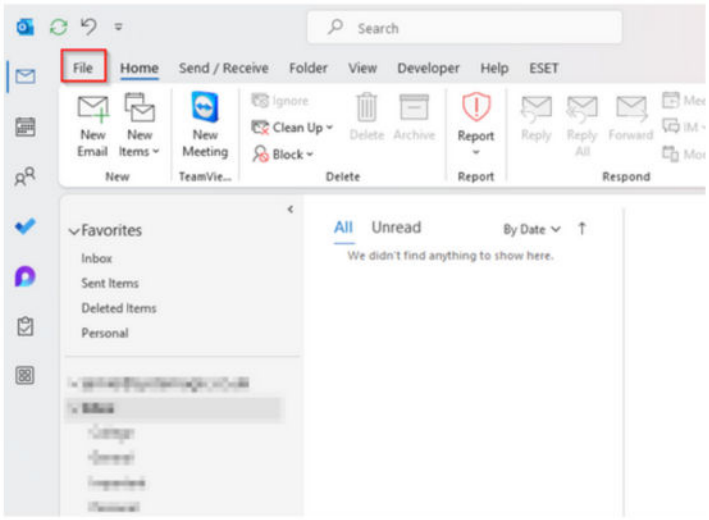
SYSTEMAGIC
DOING IT DIFFERENTLY

HOW TO CHANGE YOUR FONT IN CLASSIC OUTLOOK

FOR WINDOWS

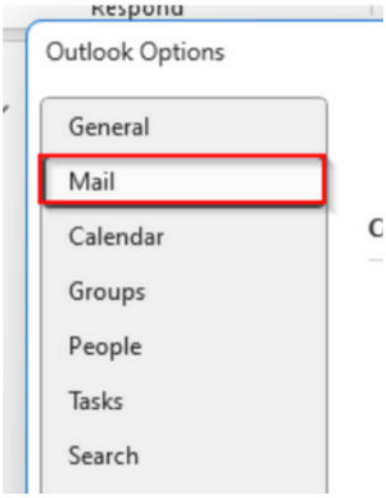


Step 1

Open up Outlook, and navigate to 'File' (in the top left hand corner) and then 'Options' in the bottom left corner.

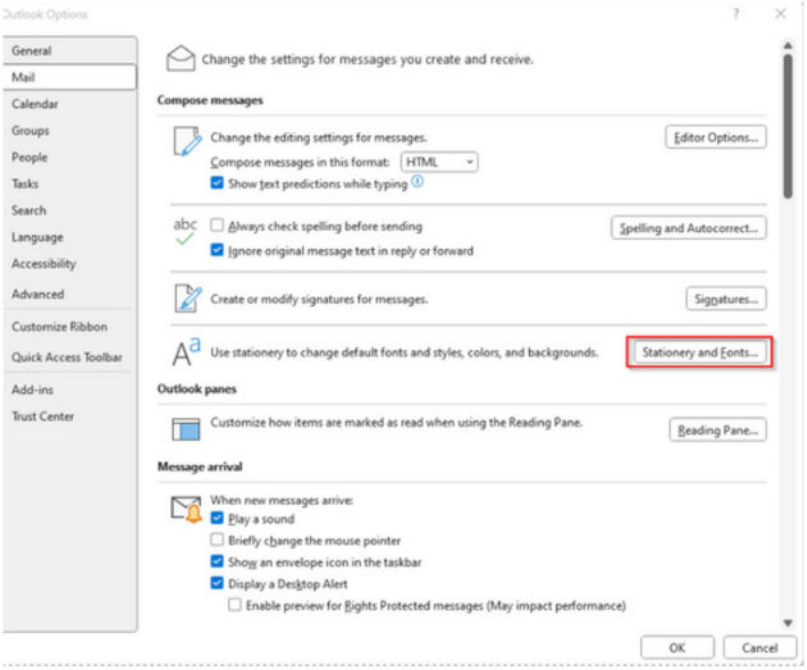
Step 2

Now click 'Mail', located in between 'General' and 'Calendar'.



Step 3

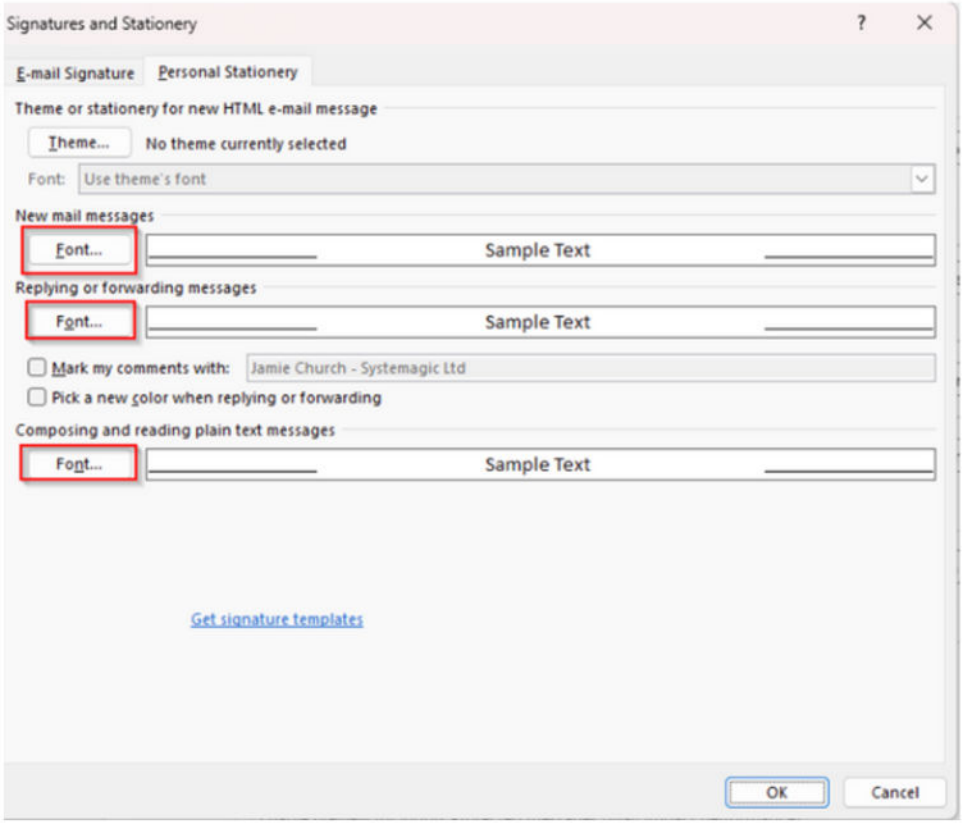
Click on 'Stationary and Fonts' situated midway down the menu on the right hand side.

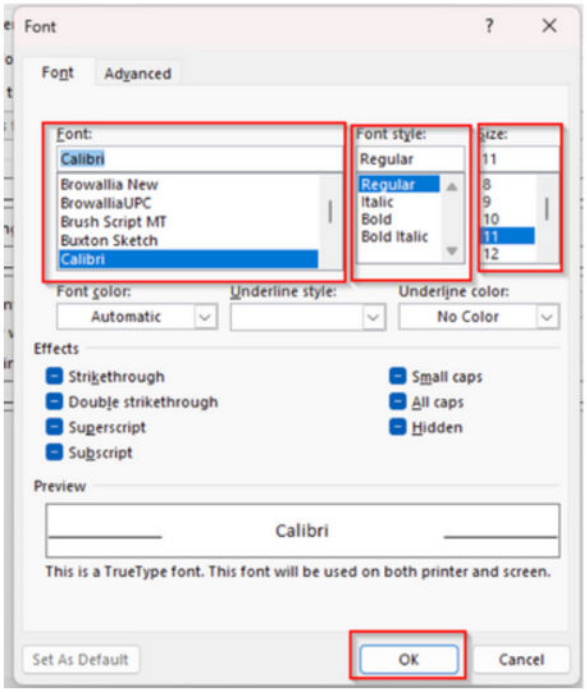


Step 4

Click the "Font" option for "New mail messages", "Replying or forwarding messages" and "Composing and reading plain test messages" and change the font your business or organisation's required font/size for each of them.

Make sure to click "OK" once you have changed it for each of them.







Need Help With Classic Outlook for Windows?

If you need help with Classic Outlook for Windows, please don't hesitate to reach out to our friendly team of Systemagicians, who will be more than happy to help!

01225 426800

support@systemagic.co.uk

www.systemagic.co.uk

