

How to change your font settings in Microsoft Outlook

There are several options in Outlook for the use of fonts. This whitepaper is written for users of LetterMark™ Web-enhanced Email with Outlook 2003 as the example. Other versions of Outlook will have similar settings and locations, although the exact nomenclature may be different.

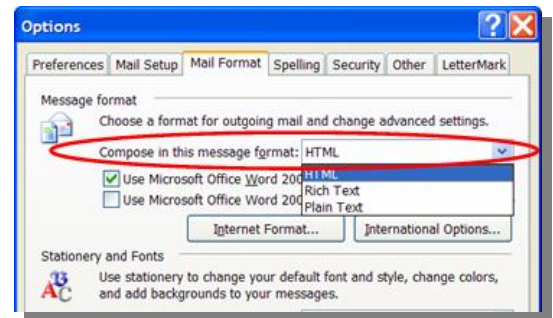
CHOOSE A FORMAT

The first step is to select what type of email you will send when composing a new email. You can compose in HTML (the default), RTF or plain text.

In Outlook:

- click on the Tools menu
- select Options
- select the Mail Format tab
- make your selection from the choices in the drop-down menu

*LetterMark email works in HTML mode so chose **HTML**.*



SETTING FONTS

To set your font choices in Outlook:

- click on the Tools menu
- select Options
- select the Mail Format tab
- click on the Fonts button

You can also change fonts on the fly. Start a new email, put your cursor in the body of the text area (where you type your message) or highlight any text you've already typed and then click on the Format menu and select Fonts.



Click here to set the font used when you compose a new email message.

Click here to set the font used when you reply to or forward an email you received.

Click here to set the font used when you compose or read an email message in plain text format.

INTERNET EXPLORER

There is also a setting in your Internet Explorer that can affect the way certain emails appear when viewed in Outlook.

In Internet Explorer:

- click on the Tools menu
- select Internet Options
- click the Fonts button
- make your selection from the choices shown

