

## **How do I change the default font size on outgoing emails?**

- Click on Outlook on the menu bar
- Click on Preferences
- Click on Fonts
- Change to desired font and size
- Change it for both HTML and plain text messages

## **How do I change the size of the font on incoming email messages?**

Unfortunately, this is not something that you can change one time for all messages. It depends on the sender. If the message is sent as plain text, then it should display in the same size as your defaults. If the message is sent as HTML you have no control over it. However, you can change the display on each message by using the directions below. There are 2 options. I find the keyboard shortcut to be the easiest.

- Open the message
- Click on Format on the menu bar
- Click on Increase Font Size

Or

- Use the keyboard shortcut of Command +, it will increase the size each time you press the + key.