

Change Outlook 2007 Message Default Font and Size

Situation:

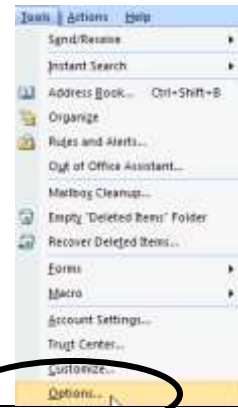
The new Outlook uses Calibri 11 points and you want a larger font or different font or both.

Overview:

You'll be changing the defaults from Tools, Options, Stationery and Fonts

Step by Step Instructions:

1. Menu: Select Tools, Options...



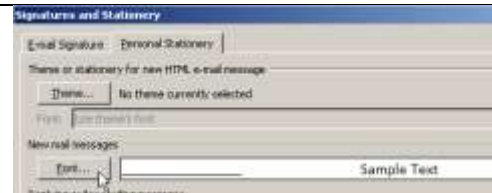
2. Click Mail Format tab
Click Stationery and Fonts



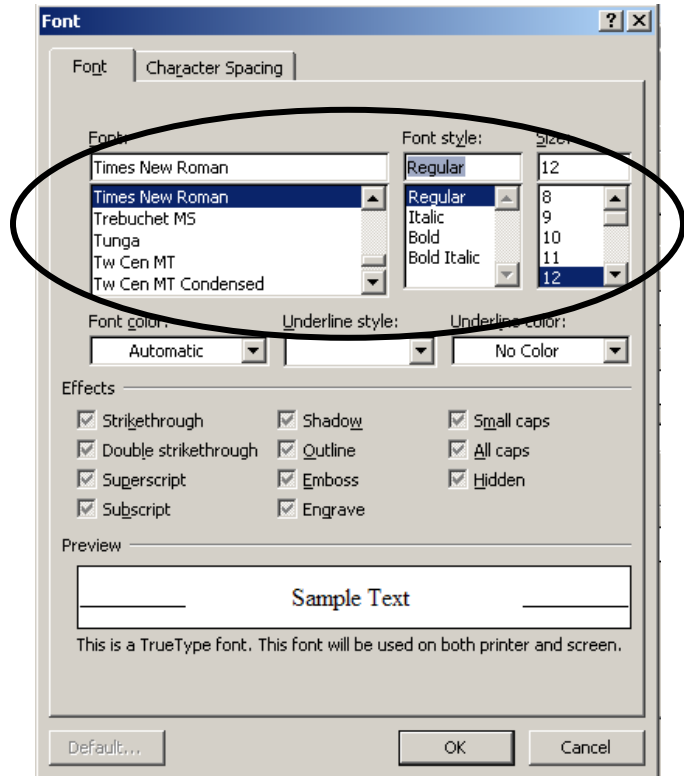
3. Personal Stationery tab is selected



4. Under New mail messages
Click Font...



5. Choose the new font and point size



6. Click OK, Click OK, Click OK
7. When you start a new message the default font and point size is permanently changed

