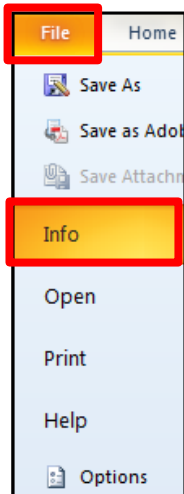


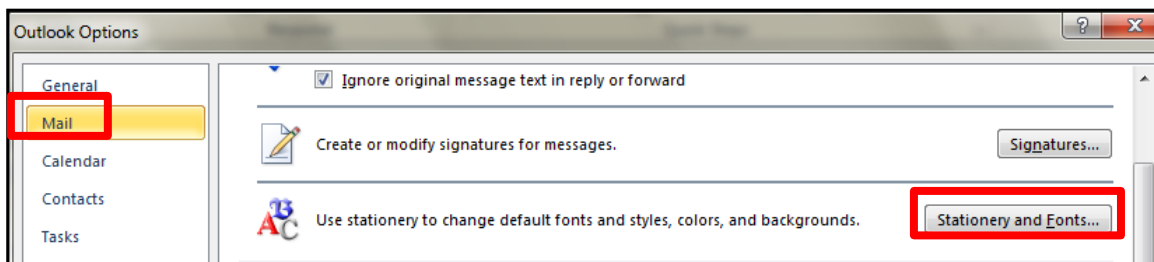
Microsoft Outlook 2013: Change Default Fonts & Theme

This tutorial provides details on how to change the Font, Theme color and more for your Outlook client.

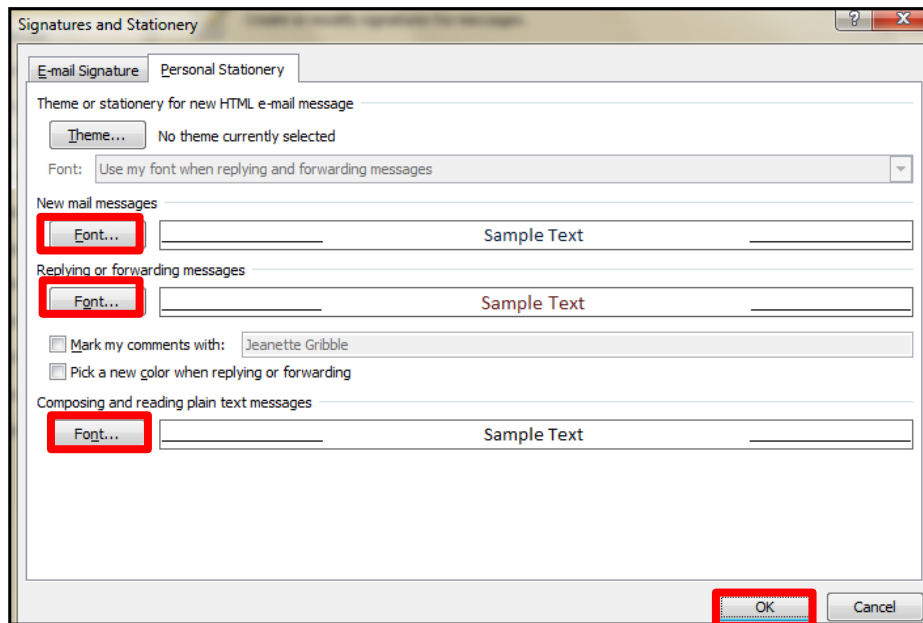
In **Outlook** under the **File** tab, click on **Options**.



Under **Outlook Options**, under **Mail**, scroll down a bit to find **Use stationery to change default fonts and styles, colors, and backgrounds**, click on the **Stationery and Fonts** button.



The **Signatures and Stationery** dialog box appears. If you want a new **Theme**, click on that button to make changes. Under the **New, Replying, Forwarding & Composing messages**, click on the **Font** button to make changes on each type.



The **Font** dialog box opens. You can change the **Font, Style, Size and Color**. Click **OK** on this and the last two dialog boxes to complete any changes.

