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.

Signatures and Stationery	Code is worth, operation for secondar.	? ×	
E-mail Signature Personal St	ationery		
Theme or stationery for new H	TML e-mail message		
Iheme No theme currently selected			
Font: Use my font when re	plying and forwarding messages	-	
New mail messages			
<u> </u>	Sample Text		
Replying or forwarding messag	es		
Font	Sample Text		
Mark my comments with:	Jeanette Gribble		
Pick a new <u>c</u> olor when rep	lying or forwarding		
Composing and reading plain te			
Font	Sample Text		
	ОК	Cancel	

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.

Font		? ×		
Font Advanced				
Eont:	Font style	e: <u>S</u> ize:		
+Body	Regular	12		
+Body	Regular			
+Headings Agency FB	Italic Bold	9		
Agency FD	Bold Itali	ic 11		
Algerian	-	▼ 12 ▼		
Font color:	Underline style: Un	derline color:		
	-	No Color 💌		
Effects				
Strikethrough	Shadow	Small caps		
Double strikethrough	Outline	All caps		
Superscript	Emboss			
Subscript	Engrave			
Preview				
Sample Text				
This is the body theme font. The current document theme defines which font will be used.				
Set As Default		OK Cancel		