

How to Remove Backgrounds and Set Fonts

For any questions about this process, please contact Ellen

(esummey@bettyhardwick.org) or Joskeen (jgarner@bettyhardwick.org). We are happy to help!

- 1. Open Outlook
- 2. Click the "File" tab
- 3. Click "Options"



4. Click "Mail"

	Outlook Options	?
General	Change the settings for messages you create and receive.	
Mail		
Calendar	Compose messages	
Contacts	Change the editing settings for messages.	or Options
Tasks	Compose messages in this format: HTML V	
Notes and Journal		
Search	ABC Always check spelling before sending Spelling and A	Autocorrect
Mobile	Ignore original message text in reply or forward	
anguage		
Advanced	Create or modify signatures for messages.	Signatures
Ruvanceu	93	
Customize Ribbon	Vse stationery to change default fonts and styles, colors, and backgrounds. Stationery	and <u>F</u> onts
Quick Access Toolbar	Outlook panes	
Add-Ins	Customize how items are marked as read when using the Reading Pane	
Trust Center	Re	ading Pane
	Message arrival	
	When new messages arrive:	
	Play a sound	
	Show an envelope icon in the taskbar	
	✓ Display a Des <u>k</u> top Alert Desktop Alert	ert Settings
	Enable preview for <u>Rights</u> Protected messages (May impact performance)	
	Conversation Clean Up	
	Cleaned-up items will go to this folder: Browse	
	OK	Can

5. Click "Stationery and Fonts"



6. Click "Theme"

	Signatures and Stationery		×
E-mail Signature	Personal Stationery		
Theme or statione	ry for new HTML e-mail message No theme currently selected		
Font: Use the	ne's font		Y.
New mail message	S		
Eont	Sample Text	<u> </u>	
Replying or forwa	ding messages		
Font	Sample Text		
<u>M</u> ark my con Pick a new <u>c</u> Composing and re	ments with: olor when replying or forwarding ading plain text messages		
Font	Sample Text	<u>14</u>	
		OK	Cancel

7. Select "No Theme" and click "OK"



8. To update default fonts, return to the Signatures and Stationery menu and click "Font"

	Signatures and Stationery	?	×
E-mail Signature	Personal Stationery		
Theme or statione	ry for new HTML e-mail message		
Theme	No theme currently selected		
Font: Use the	me's font		~
New mail message	s		
Eont	Sample Text		
Replying or forwa	rding messages		
F <u>o</u> nt	Sample Text		
Mark my con	ments with:		
Pick a new <u>c</u>	olor when replying or forwarding		
Composing and re	ading plain text messages		
Font	Sample Text		
			-

9. Set fonts to "Segoe UI" Regular, Black (preferred). Alternately, you may set your font to Arial. Please, no bolds, italics, or other colors.

Mail				
Calend	11	Font	? ×	
Contac Tasks Theme or stationery for ne Notes i Search Font: Use theme's font Mobile New mail messages Languz Eont Quick f Mark my comments w Add-In Pick a new golor wher Trust C Composing and reading pla	Font Adyanced Eont: Font style: Sansation Light Regular Sansation Light Regular Segoe Print Bold Italic Segoe Office V Pont color: Underline color: V V Effects Small caps Bouble strikethrough All caps Sugerscript Hidden			
	Conversal	Preview Sample Text This is a TrueType font. This font will be used on both printer and screen. Set As Default OK Cancel Con Clean OP Cleaned up items will go to this folder.	OK Close] "