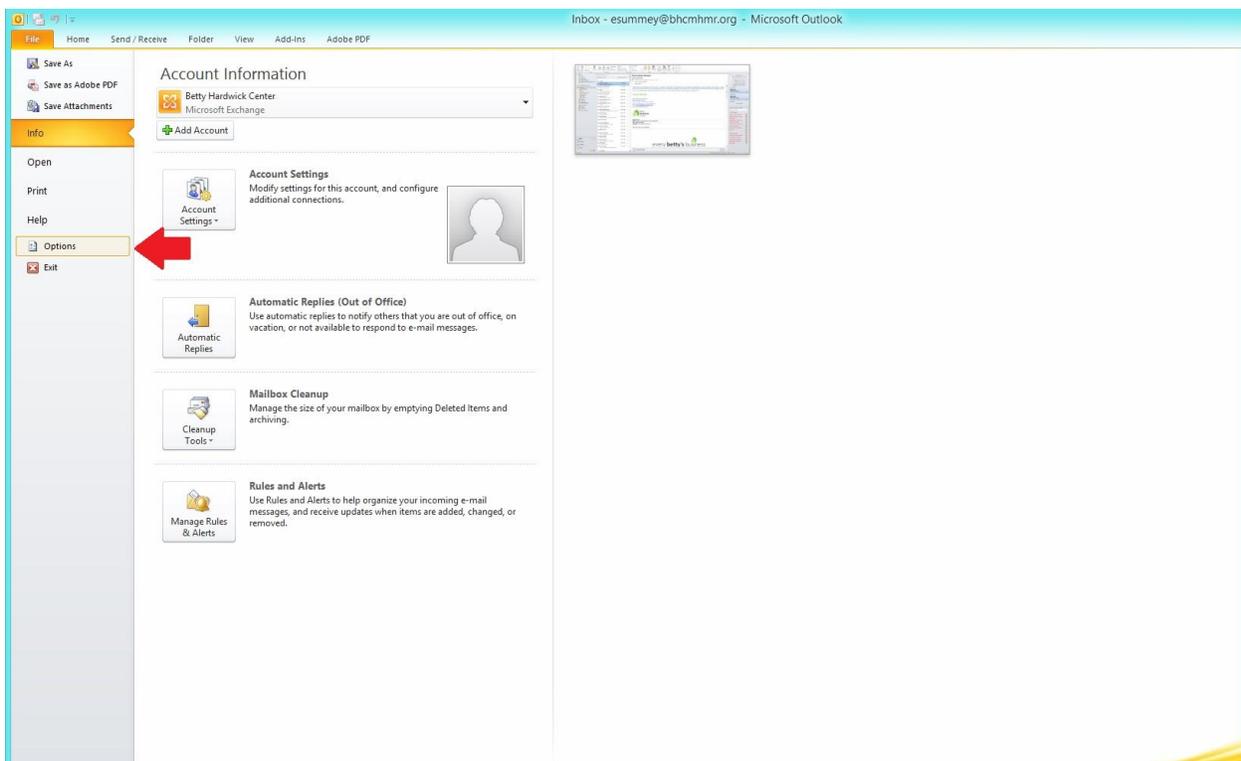




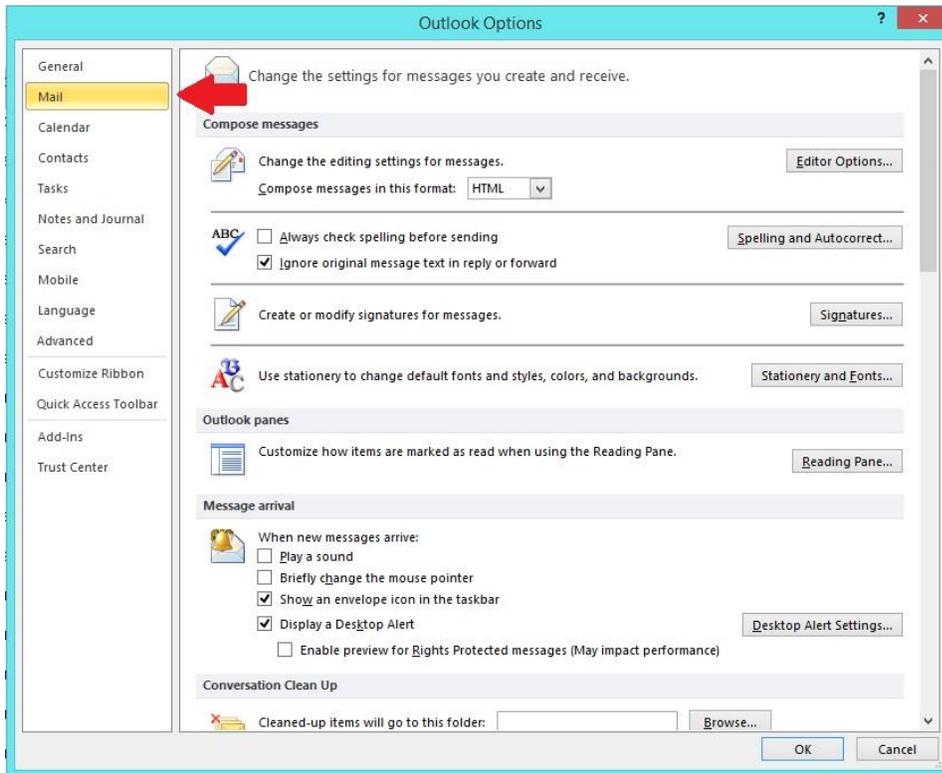
How to Remove Backgrounds and Set Fonts

For any questions about this process, please contact Ellen (esummey@bettyhardwick.org) or Joskeen (jgarner@bettyhardwick.org). We are happy to help!

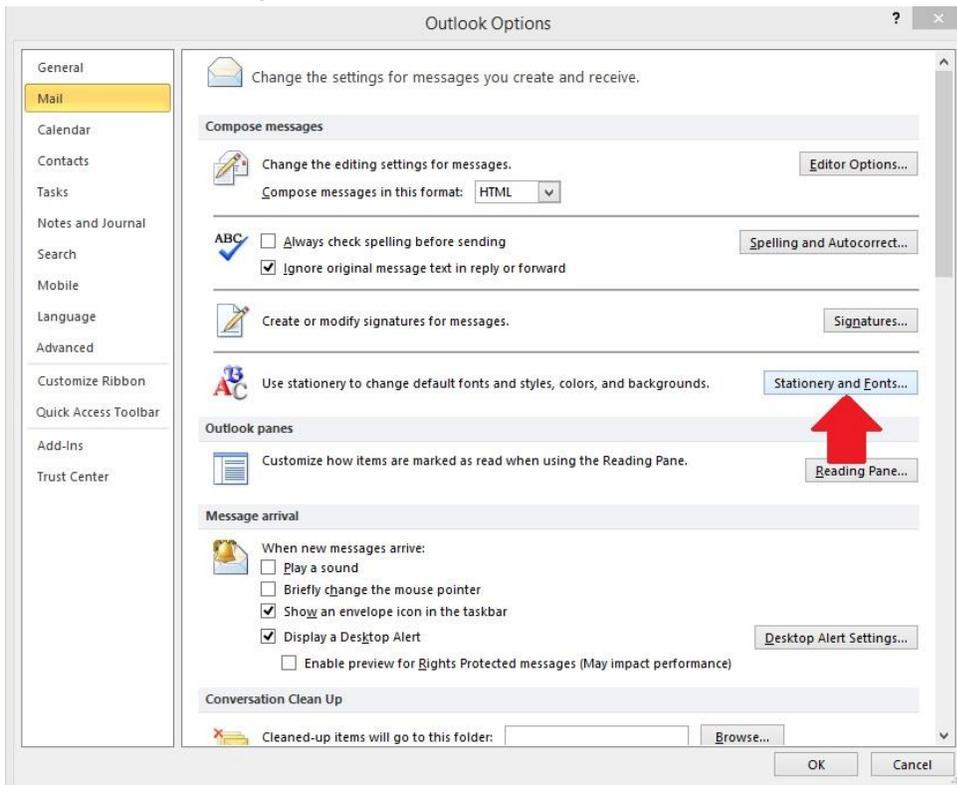
1. Open Outlook
2. Click the "File" tab
3. Click "Options"



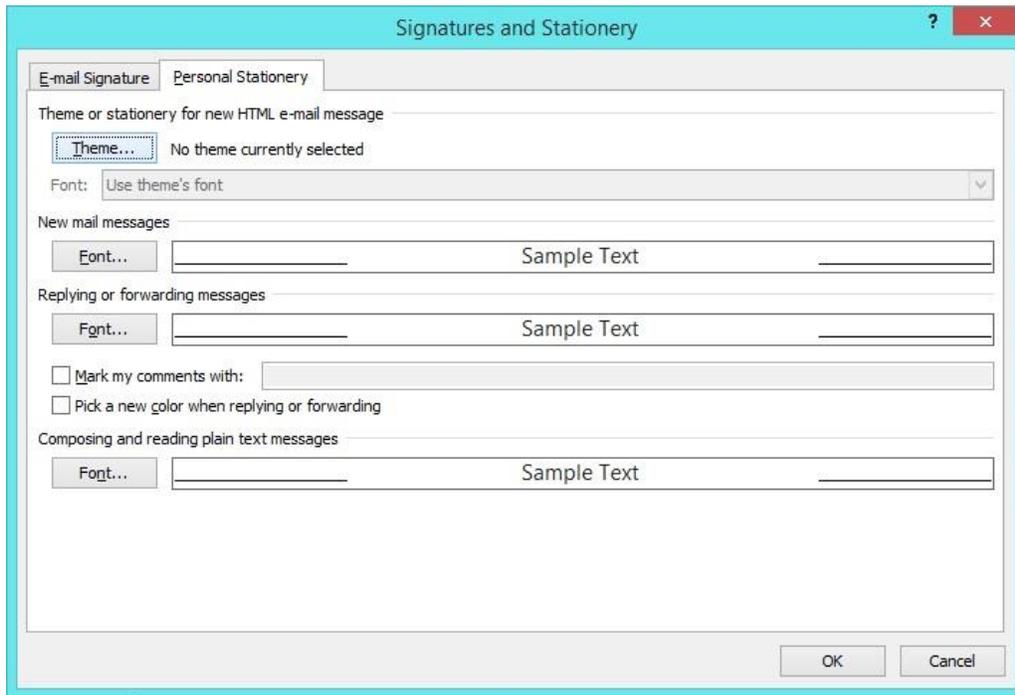
4. Click "Mail"



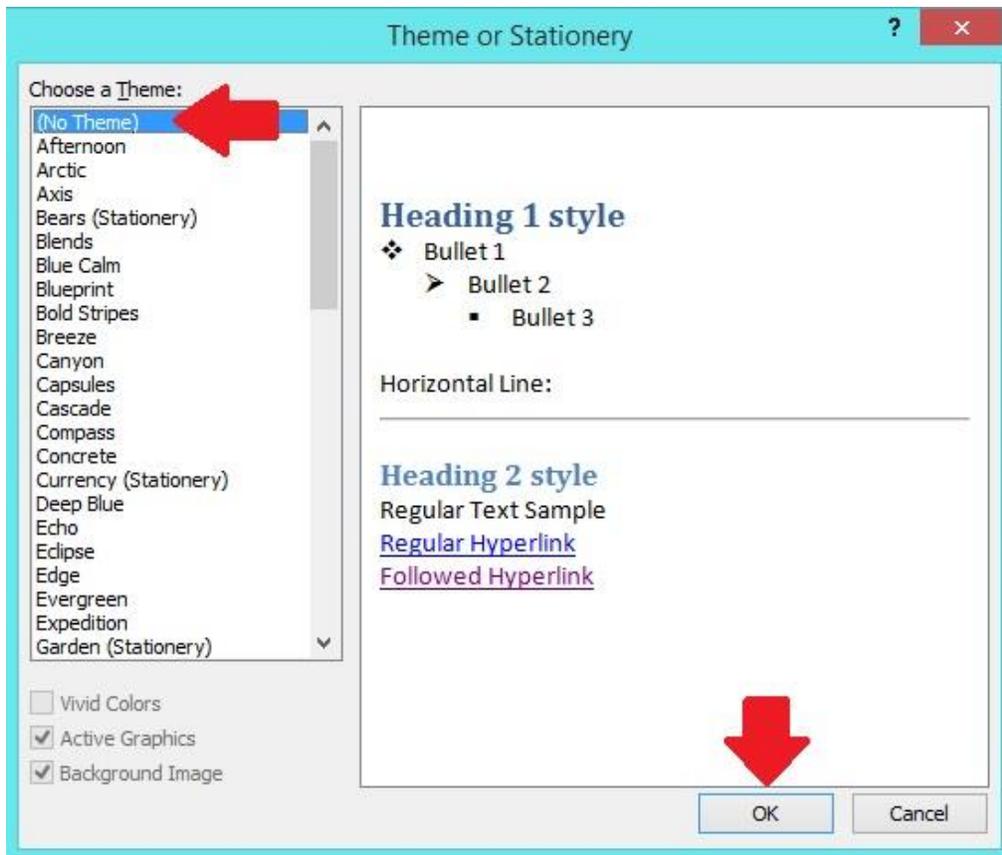
5. Click "Stationery and Fonts"



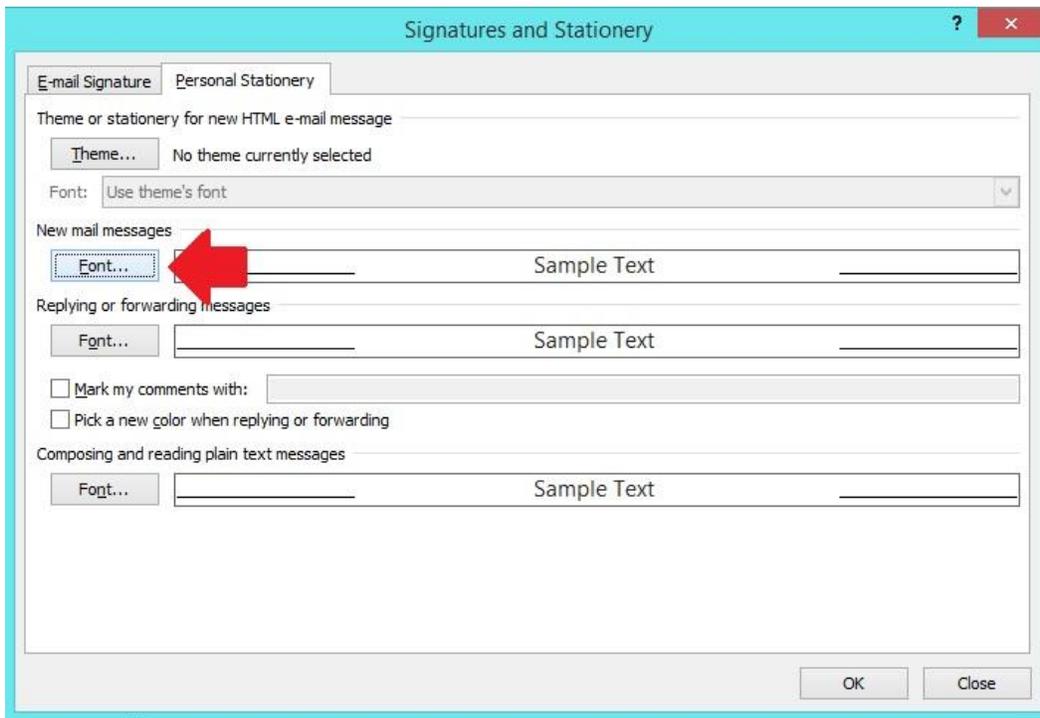
6. Click "Theme"



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



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



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

