

# Outlook Express DEFAULT FONT & SIZE

© Darry D Eggleston, 813.677.2871, [DarryD@darryd.com](mailto:DarryD@darryd.com)



IF you're corresponding with people who are 50+ years of age, the *default* size (that which occurs unless you change it) of Arial 9 is too small. To change the font in the email you write, take these steps:

- 1 Open MS Outlook Express.
- 2 From the MenuBar, select *Tools > Options*.
- 3 Left-click on "Compose" tab.
- 4 Click on "Font Settings" button (**Figure 1**).

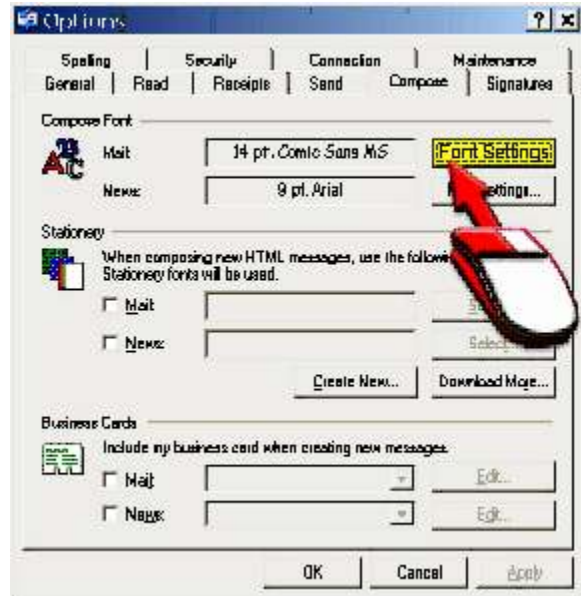


Figure 1

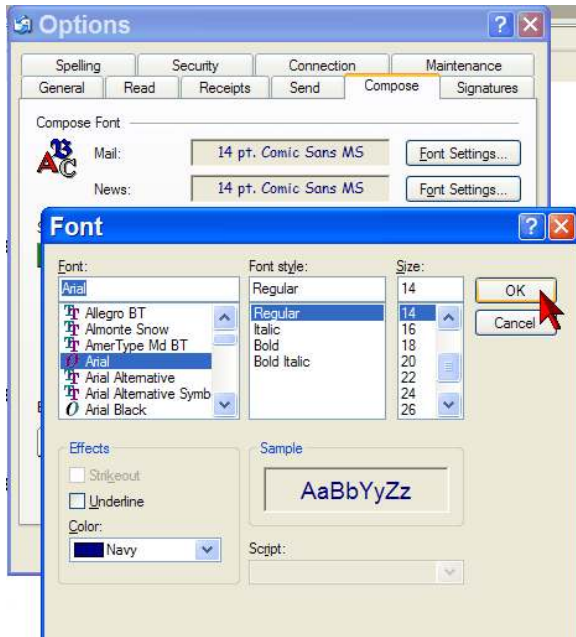


Figure 2

- 5 From left-to-right, select font, font style, font size (**Figure 2**). Popular fonts are:
  - Arial, Regular, 14pt.
  - Times New Roman, Regular, 14pt
- 6 Click on "OK" button to accept the font settings.
- 7 Click on "OK" button (Figure 1) to accept all Options settings.