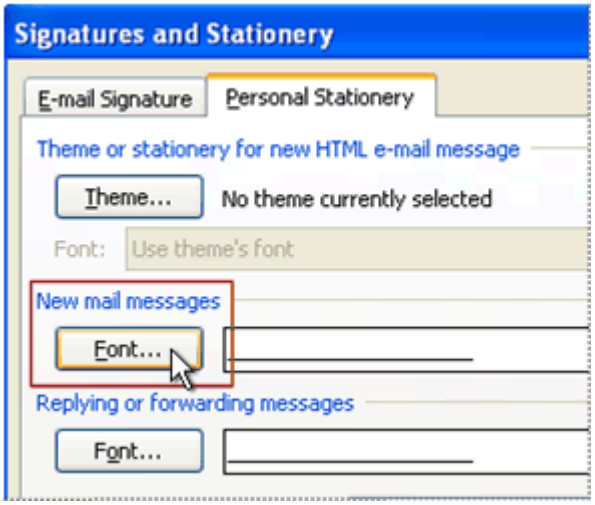
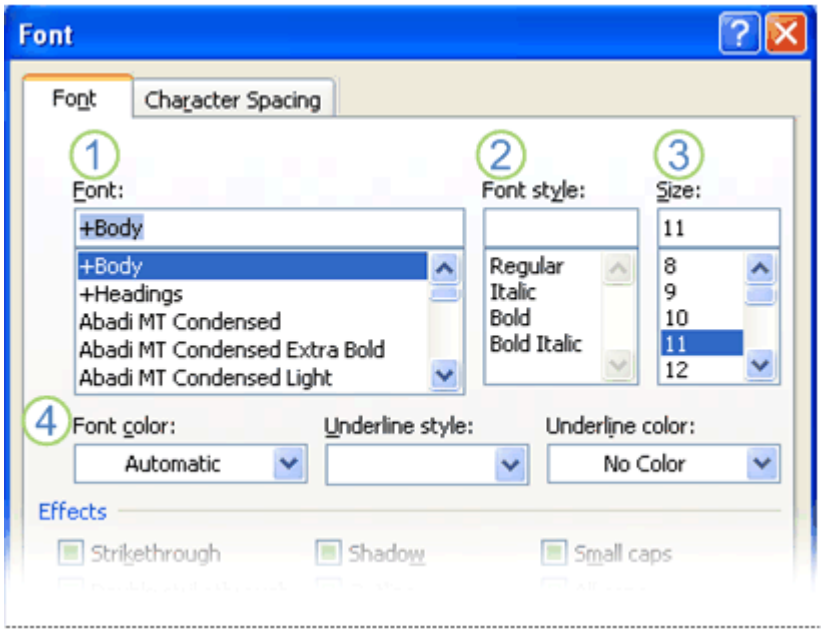
http://office.microsoft.com/en-us/outlook-help/change-the-default-font-or-text-color-for-e-mail-messages-HA010239585.aspx

Change the default font style for new messages that you compose

1. On the **Tools** menu, click **Options**.
2. On the **Mail Format** tab, click **Stationery and Fonts**.
3. On the **Personal Stationery** tab, under **New mail messages**, click **Font**.



4. On the **Font** tab, under **Font**, click the font you want to use for all new messages.
5. If you want, select a font style and size.



1 Click the default font you want to use for all future messages.

2 The font style can be left blank for a regular font, or click an item in the list.

3 Enter the default font size.

4 If you want to specify a default font color, click the color in the list.

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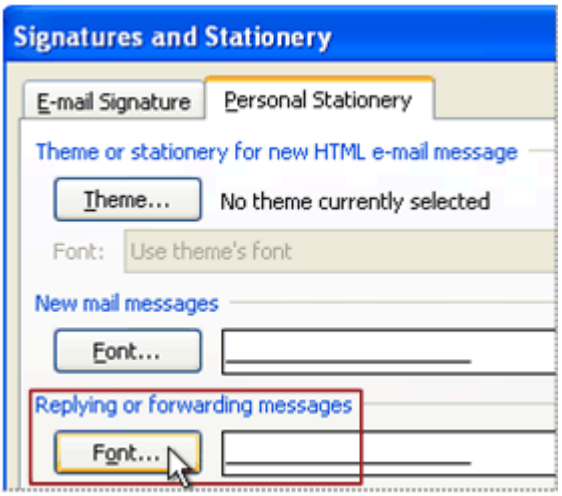
6. Click **OK** on the **Fonts**, the **Signatures and Stationery**, and the **Options** dialog boxes.

   When you create a new message, the new settings will take effect.

Change the default font style for messages that you reply to or forward

1. On the **Tools** menu, click **Options**.
2. On the **Mail Format** tab, click **Stationery and Fonts**.
3. On the **Personal Stationery** tab, under **Replying or forwarding messages**, click **Font**.
4. On the **Font** tab, change the font options to what you want to use for future messages.



5. Click **OK** on the **Fonts**, the **Signatures and Stationery**, and the **Options** dialog boxes.

   When you reply to or forward a message, the new settings will take effect.