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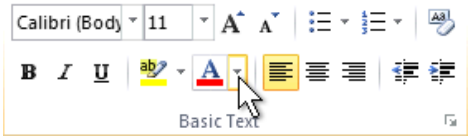
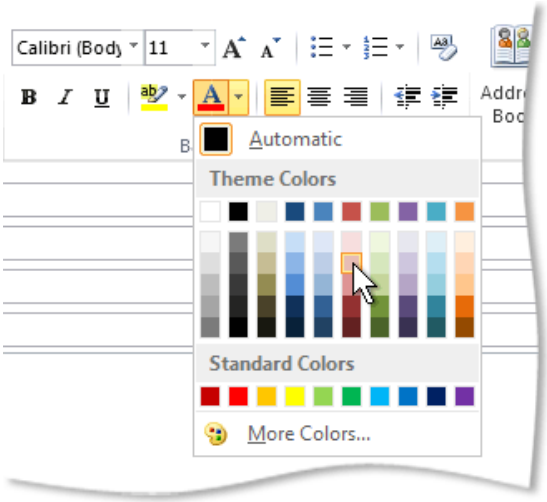
Change text color as you compose an email message

When you write an email message, you can change the color of text for a character, word, or any text you select.

1. Select the text that you want to change.
2. On the **Message** tab, in the **Basic Text** group, choose the arrow next to **Font Color**.



3. On the color palette, choose the color that you want.



If you don't see the color you want, choose **More Colors**, and then select a color on the **Standard** tab, or mix your own color on the **Custom** tab.

Note: You can also switch the message format to something other than plain text to change the text color.

Change the default font or text color for email messages

In Outlook, the default font is 11-point Calibri in black. It's used when you compose new email messages. You can change the default font and its color, size, and style — such as bold or italic.

Outlook allows you to change the font, color, size, and style for new messages and replies and forwards independently.

Change the default font, color, style, and size for messages

1. On the **File** tab, choose **Options** > **Mail**.

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2. Under **Compose messages**, choose **Stationery and Fonts**.
3. On the **Personal Stationery** tab, under **New mail messages** or **Replying or forwarding messages**, choose **Font**.
4. In the **Font** box, choose the font, style, size, and color that you want to use. You can see a preview of your changes as you make them.
5. Choose **OK** three times to return to Outlook.

Your new settings will take effect immediately.

Notes:

- You have to set your font preferences independently for both new messages and replies and forwards.
- If the font that you choose isn't installed on the recipient's computer, then the recipient's mail program substitutes an available font.

Restore the initial default font style options

If you later decide you don't want to keep your custom font settings and want to return to the default settings, you can use the above steps, but choose the following values.

- **Font**: **+Body**
- **Font style**: **Regular**
- **Size**: **11**
- **Font color**: **Automatic**

Change the font size for reading messages

You can change the size of messages in the Reading pane by using the Zoom feature.

To change the zoom level for a single message

- Use the slider at the bottom right of the Reading pane to adjust your zoom level. As you adjust, the text size in the Reading Pane will increase or decrease.

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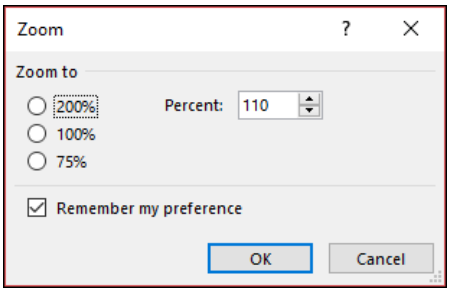
To change the zoom level on all received messages

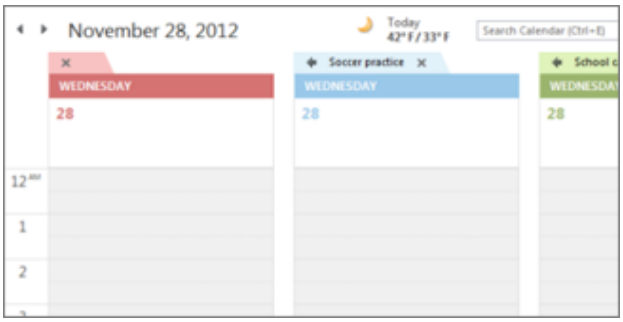
1. You can now change the zoom level on all received messages. Click the percentage to the right of the Zoom slider to open the **Zoom** window.



2. Select one of the default options or enter a specific percentage number.
3. To apply this zoom level to all messages, check the **Remember my preference** check box and then click **OK**.

Change the background color of your calendar

Changing the background color is a quick way to make a calendar distinct. That's particularly useful when you're working with multiple calendars.



1. Click **Calendar**.

2. Right-click anywhere on your calendar, point to **Color**, and then pick the background color you want.

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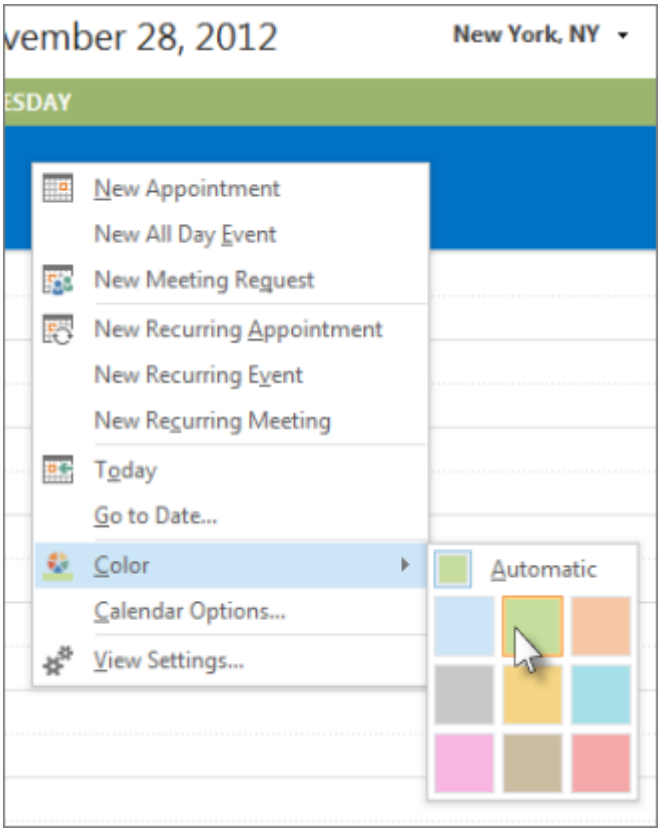
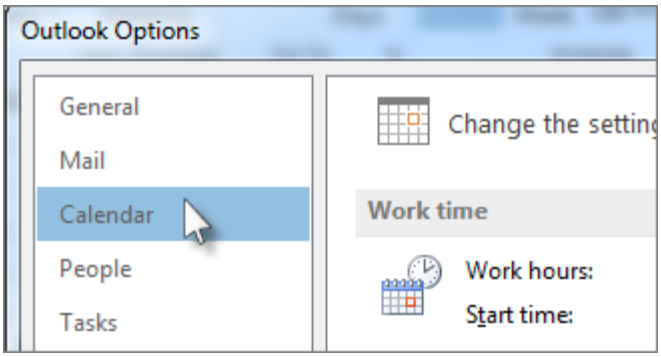


3. If you have multiple calendars in your view, right-click each one and pick a different color.

Change the background color for all calendars

If you have multiple calendars and you want them all to have the same background color, you can quickly set the color from the **File** tab.

1. Click **File** > **Options**.
2. Click **Calendar**.



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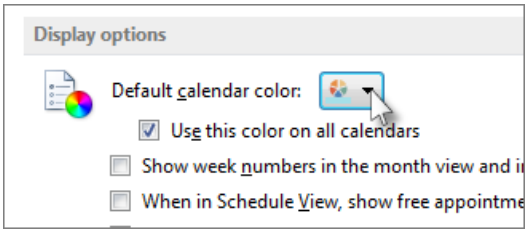
3. Under **Display options**, click the arrow to the right of **Default calendar color**, pick the color you want, and then check the **Use this color on all calendars** box.



Automatically change incoming message colors and fonts based on sender, subject, or recipients

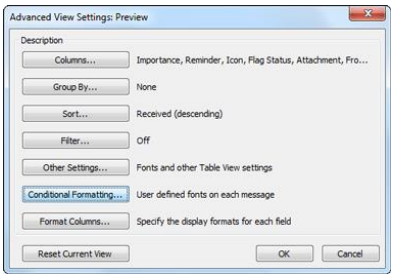
Conditional formatting is a way to make the incoming messages that meet defined conditions stand out in the message list by using color, fonts, and styles. You specify conditions that an incoming message should meet, such as a sender's name or email address, and then conditional formatting is applied only to those messages.

For example, a conditional rule can specify that all messages sent from your manager appear in red text in the message list. If you want to make further changes to the body of your email messages, change the default font or text color for email messages.

Create a conditional formatting rule

1. In Mail, click **View**.
2. In the **Current View** group, click **View Settings**.

3. In the **Advanced View Settings** dialog box, click **Conditional Formatting**.



A set of default rules appears. This includes the **Unread messages** rule. This rule makes unread messages appear bold in the message list. In addition, any conditional formatting rules that you created in the **Organize** pane with an earlier version of Outlook appear.

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1. Do any of the following:
    - To delete a rule, click the rule, and then click **Delete**.
    - To temporarily turn off a rule, clear the check box for that rule.
    - To change the criteria for a rule, click the rule, and then click **Condition**.
    - To change the text formatting, click the rule, and then click **Font**.
    - To add a new conditional formatting rule, click **Add**, in the **Name** box, type a name, click **Font** to specify the formatting, and then click **Condition** to specify the criteria for this rule.

Example conditional formatting rules

These are some examples of conditional formatting rules that you can create in Outlook 2013.

Make all messages from John Kane appear in red

1. Click **Add**.
2. Enter a name for the rule.
3. Click **Font**.
4. Under **Color**, click **Red**.
5. Click **OK**.
6. Click **Condition**.
7. In the **From** box, type John Kane.

   Note: The name must exactly match the full name that appears on messages that you receive.
8. In the **Filter**, **Conditional Formatting**, and **Advanced View Settings** dialog boxes, click **OK**.

Make all messages that contain the word Contoso in the subject appear green

1. Click **Add**.
2. Enter a name for the rule.
3. Click **Font**.
4. Under **Color**, click **Green**.
5. Click **OK**.
6. Click **Condition**.
7. In the **Search for the word(s)** box, type Contoso.
8. In the **Filter**, **Conditional Formatting**, and **Advanced View Settings** dialog boxes, click **OK**.

Make all messages that contain the word holiday in the subject or message body appear blue

1. Click **Add**.
2. Enter a name for the rule.

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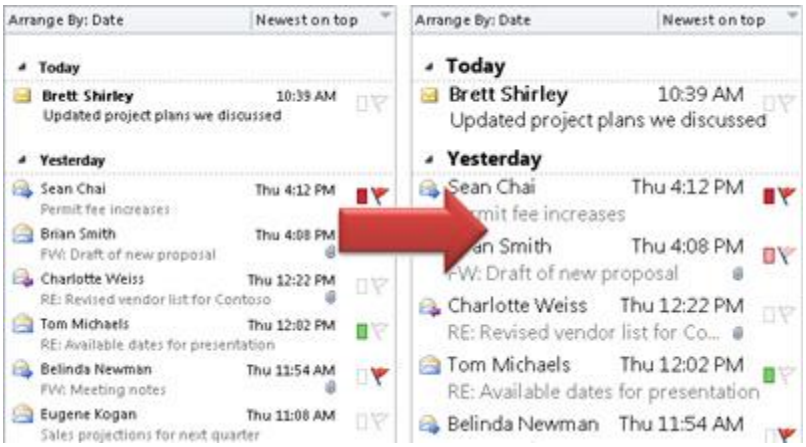
3. Click **Font**.
4. Under **Color**, click **Blue**.
5. Click **OK**.
6. Click **Condition**.
7. In the **Search for the word(s)** box, type holiday.
8. In the **Filter**, **Conditional Formatting**, and **Advanced View Settings** dialog boxes, click **OK**.

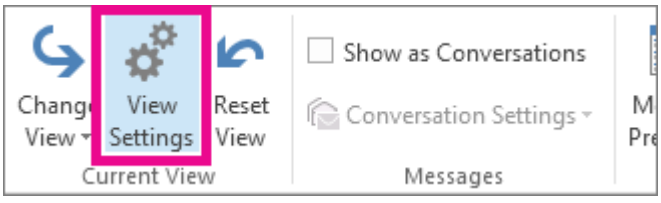
Change the font or font size in the message list

To scan through your Inbox more quickly, you may want to enlarge the text in the subject lines and column header, or change their font so they're easier to read.



1. Click **Mail**.

2. Click **View** > **View Settings**.



3. Click **Other Settings**.
4. To change the font or font size for the column headers in your Inbox (like "From" and "Subject"), click **Column Font**, and then make the desired adjustment.

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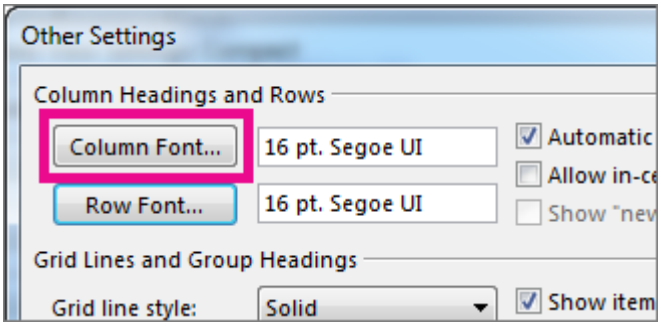
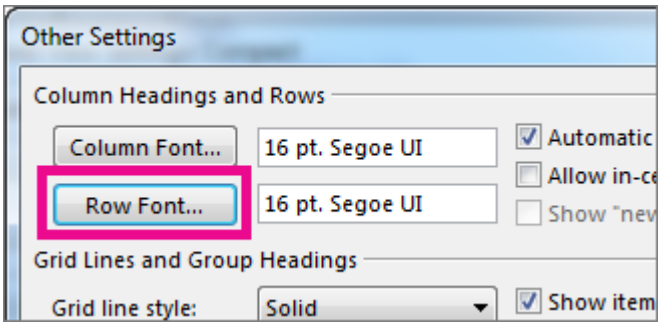


5. To change the font or font size of the message subject lines in your Inbox, click **Row Font**, and then make the desired adjustment.

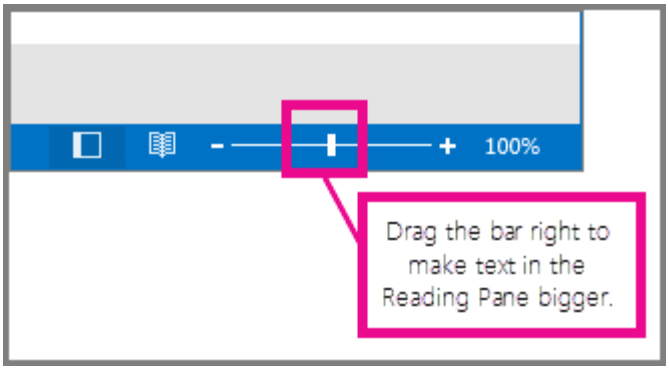


Temporarily enlarge an email in the Reading Pane

In the Reading Pane, you can also make the contents of an email larger, so it's easier to read.

However, increasing the size of the text in the Reading Pane only works on the email you are currently looking at. When you click on another email, the body text will return to the default font size.

1. Click once on the message you want to preview in the Reading Pane.
2. In the bottom right corner of the Outlook window, drag the zoom bar right (for larger text).



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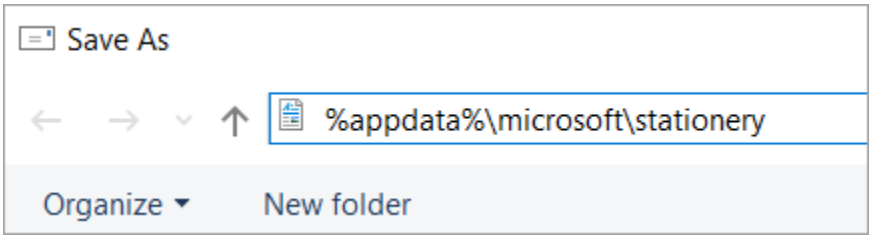
Create stationery for email messages

Create stationery for email messages

Stationery and themes are a set of unified design elements and color schemes. They specify fonts, bullets, background color, horizontal lines, images, and other design elements that you want to include in outgoing email messages. Outlook includes a large selection of stationery. You can also design your own custom stationery. For example, you can include a company logo or design that matches your organization's style guidelines.

1. Create a message.

   The message can be discarded after these steps are completed.
2. Customize the message by using fonts, bullets, a background color, horizontal lines, images, and other design elements that you want to include.
3. In the message window, click the **File** tab.
4. Click **Save As**.
5. In the **Save As** dialog box address bar, enter **%appdata%\microsoft\stationery**, and then press Enter



The **Stationery** folder opens.

6. In the **File name** box, enter a name for your new stationery.
7. In the **Save as type** list, click **HTML**.
8. Click **Save**.

The stationery is now ready to be applied to new email messages.

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Apply stationery or backgrounds to email messages

Apply Outlook stationery and themes to all messages

1. Click the **File** tab.
2. Click **Options**.
3. Click **Mail**.
4. Click **Stationery and Fonts**.
5. On the **Personal Stationery** tab, click **Theme**.

   Note: If you try this procedure without HTML as your message format, the message **Themes are not installed** appears.
6. Under **Choose a theme**, click the theme or stationery that you want, and then click **OK**.
7. Select the font options that you want to use.

How do I change the format of all my new messages to HTML?

1. Click the **File** tab.
2. Click **Options**.
3. Click **Mail**.
4. Under **Compose messages**, in the **Compose messages in this message format** list, click **HTML**.

Apply Outlook stationery and themes to a single message

1. Click the **Home** tab.
2. In the **New** group, click **New Items**, point to **Email Message Using**, and then click **More Stationery**.
3. Under **Choose a Theme**, click the theme or stationery that you want, and then click **OK**.
4. Compose and send your message.

Turn off Outlook stationery and themes

1. Click the **File** tab.
2. Click **Options**.
3. Click **Mail**.
4. Under **Compose messages**, click **Stationery and Fonts**.
5. On the **Personal Stationery** tab, click **Theme**.
6. Under **Choose a Theme**, click **(No Theme)**.

For more information, please refer to the Microsoft training resource page HERE