Set the font or text color for messages you send

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You can change the font and its color, size, and style—such as bold or italic for all messages you send. For example, you can change the color of your message text or use the font Arial instead of the default Calibri.

1. Click **File** > **Options** > **Mail**.
2. Under **Compose messages**, click **Stationery and Fonts**.



1. On the **Personal Stationery** tab, under **New mail messages**, click **Font**.

If you want to change font styles for messages you reply to or forward, under **Replying or forwarding messages**, click **Font**.



1. On the **Font** tab, under **Font**, click the font you want to use.
2. You can also select a font style and size.

If the font you choose isn't installed on the recipient's computer, the recipient's mail program substitutes an available font.

Change font style options back to the defaults

In Outlook 2013 and Outlook 2016, the default font used when you create, reply to, or forward an email message is 11-point Calibri. Here's how to change the font back to the original font.

1. Click **File** > **Options** > **Mail**.
2. Under **Compose messages**, click **Stationery and Fonts**.



1. On the **Personal Stationery** tab, under **New mail messages**, click **Font**.

To change font styles for messages you reply to or forward back to the original font, Calibri, under **Replying or forwarding messages**, click **Font**.



1. On the **Font** tab, under **Font**, click the entry **+Body**.
2. Under **Font style**, click **Regular**.
3. Under **Size**, click **11**.

