**Increase the font Size in Outlook**

**Issue/Environment/User Role**

A Student, Faculty, or Staff member of the University of St. Augustine would like to change the font size to better suit their needs.

**Cause**

The user would like to more easily read the font size of the email to better read it, or decrease the size to better fit the screen.

**Resolution**

1. In the bottom right corner off the Outlook desktop application is a percentage dial where you can scale the font of the email to increase or decrease the font size temporarily:



1. You will also be able to increase and decrease the size permanently by:



1. In the pop-out window select “Other Settings…”:



1. Update font size and font type through this page.