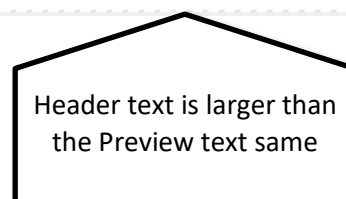
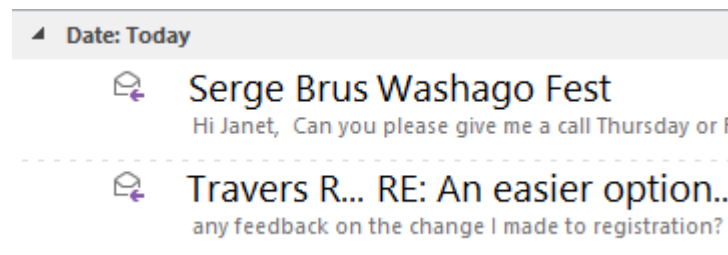
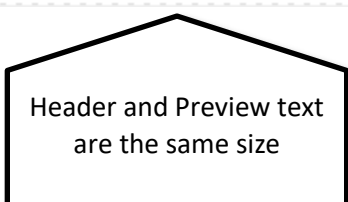
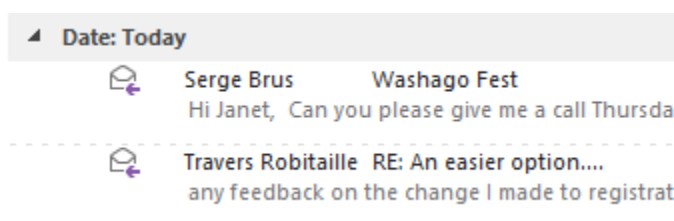




Outlook: I Like Big Print...I Cannot Lie

If you are often scanning your Inbox – header (sender) by header...it might be helpful to make your header text **BIGGER** than the preview text that is included with it.



In the mail module of Outlook – click the VIEW tab – then click the VIEW SETTINGS button (CURRENT VIEW section at the start of the ribbon).

When the ADVANCED VIEW SETTINGS window appears – click the CONDITIONAL FORMATTING button.

At the CONDITIONAL FORMATTING window – click the ADD button.

Type a name, such as BiggerHeaders

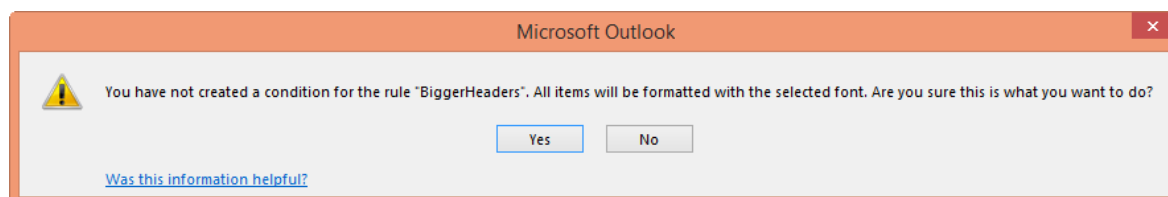
Click the FONT button (to the left and below the Name box).

In the SIZE panel, choose BIGGER (2013) or a larger font size number (2010).

Click OK.

Back at the CONDITIONAL FORMATTING window – just click OK (do NOT specify a condition).

You will be warned that, because no condition was specified...ALL emails will be affected by this new rule – excellent! Click YES.



Back at the ADVANCED VIEW SETTINGS window – click OK.

I like big print...I cannot lie!