

ADJUSTING FONT SIZE

Microsoft Outlook

Open **Outlook** Program

Open your **Inbox**

Click on **View** in the top tool bar

Click **Arrange by**

Click **Current View**

Click **Customize Current View**

Click **Other Settings**

Click **Column** and then change to font size desired

Click **Row** and then change to font size desired

Click **Font** and then change to font size desired

Apply

Icons & Folders Lists in Microsoft Outlook

Right click on the **desktop**

Click on **Properties**

Click on **Appearance**

Click on **Font size** Large or extra-large

Apply

NOTE

To enlarge font for reading in many programs – hold Ctrl key and move scroll on mouse.

Release the Ctrl key and scroll as usual.