

## **LESSON 144**

### **JAZZ UP YOUR E-MAIL**

I receive hundreds of e-mails each week, and often it's a chore to read through them. One tip I use lets me change the appearance of incoming e-mail messages so that I don't see the same type face every time I open a message. I can also change the color and look of my outgoing e-mail messages. Here's how I do it.

In Outlook Express, click on Tools and then on Options. To change the appearance of incoming e-mail messages, click on the Read tab. Click on the Fonts tab at the bottom of the window. Make the changes and click OK. To change the look and color of outgoing e-mail messages, click on the Compose tab. In the Fonts section, click on the Font Settings button to the right of Mail.

You can also make these changes in Outlook. From within Outlook, click on Tools and then on Options. Click on the Mail Format tab. In the Fonts section there are three Choose Font... buttons. Click on the third button. Select a new font, font style, font size or color and then click OK.

To change the appearance of outgoing e-mail messages in Outlook click on the first Choose Font... button. Make your changes and click OK. Click on OK two more times and you're finished.

