
















How to Change Default Fonts in Microsoft Outlook (PC)

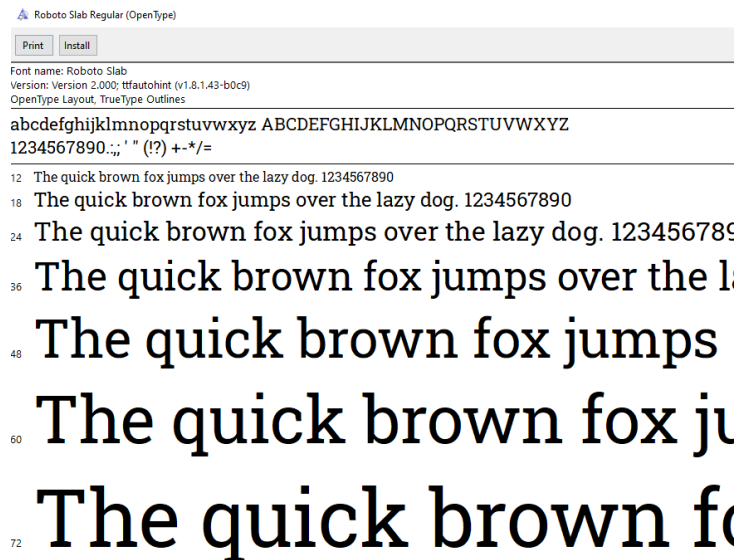
1. Download font file to your computer (it downloads as a zip file)
2. Open the downloaded file (Names should be "Roboto_Slab" and "Roboto")

 Roboto_Slab	6/15/2021 11:42 AM	Compressed (zipp...	977 KB
 Roboto	6/15/2021 11:42 AM	Compressed (zipp...	1,104 KB

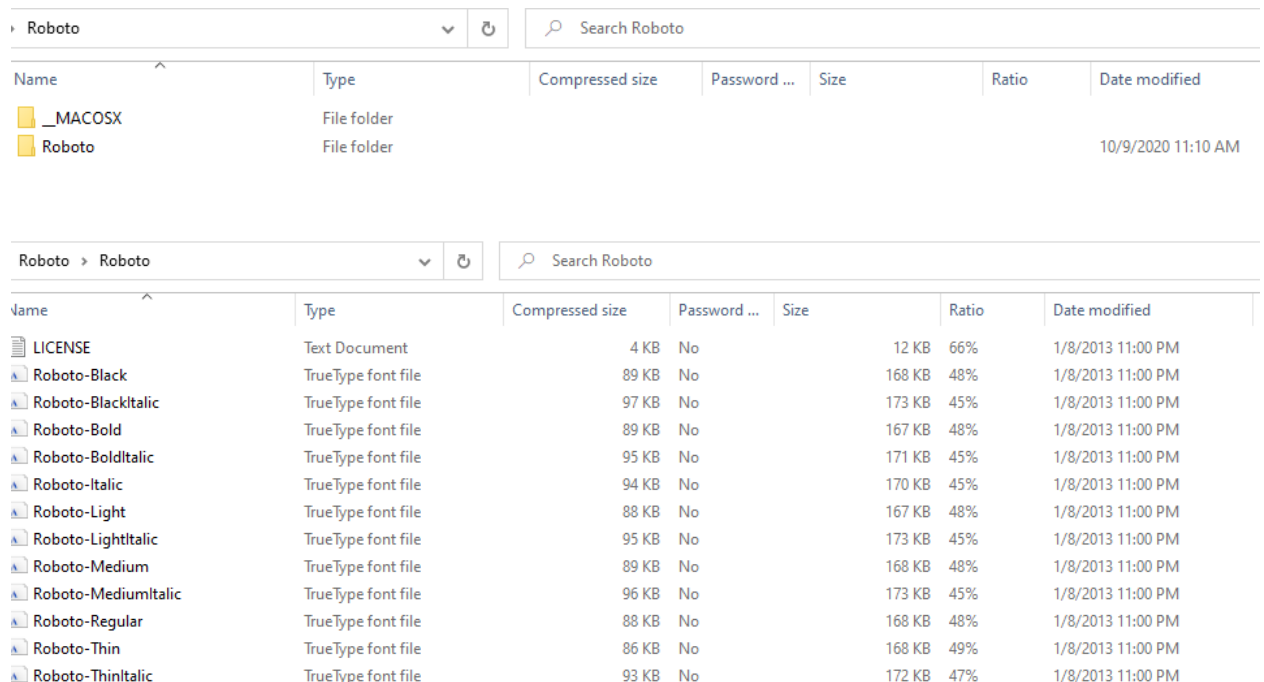
3. Open each folder (and subfolder)
 - a. For **Roboto_Slab**, click on and open the "static" subfolder and then click on each font and install using the "Install" button at the top. (see 3 screenshots.) Once you click "Install" it takes a second and then the button grays out. Close and repeat with the other fonts.

Roboto_Slab		Search Roboto_Slab					
Name	Type	Compressed size	Password ...	Size	Ratio	Date modified	
 static	File folder						
 LICENSE	Text Document	4 KB	No	12 KB	66%	4/10/2013 12:00 AM	
 README	Text Document	2 KB	No	3 KB	56%	6/10/2021 1:10 PM	
 RobotoSlab-VariableFont_wght	TrueType font file	163 KB	No	286 KB	44%	4/10/2013 12:00 AM	

> Roboto_Slab > static		Search static					
Name	Type	Compressed size	Password ...	Size	Ratio	Date modified	
 RobotoSlab-Black	TrueType font file	92 KB	No	170 KB	47%	4/10/2013 12:00 AM	
 RobotoSlab-Bold	TrueType font file	91 KB	No	170 KB	47%	4/10/2013 12:00 AM	
 RobotoSlab-ExtraBold	TrueType font file	92 KB	No	170 KB	47%	4/10/2013 12:00 AM	
 RobotoSlab-ExtraLight	TrueType font file	89 KB	No	169 KB	48%	4/10/2013 12:00 AM	
 RobotoSlab-Light	TrueType font file	89 KB	No	170 KB	48%	4/10/2013 12:00 AM	
 RobotoSlab-Medium	TrueType font file	92 KB	No	170 KB	47%	4/10/2013 12:00 AM	
 RobotoSlab-Regular	TrueType font file	89 KB	No	169 KB	48%	4/10/2013 12:00 AM	
 RobotoSlab-SemiBold	TrueType font file	92 KB	No	170 KB	47%	4/10/2013 12:00 AM	
 RobotoSlab-Thin	TrueType font file	87 KB	No	168 KB	49%	4/10/2013 12:00 AM	

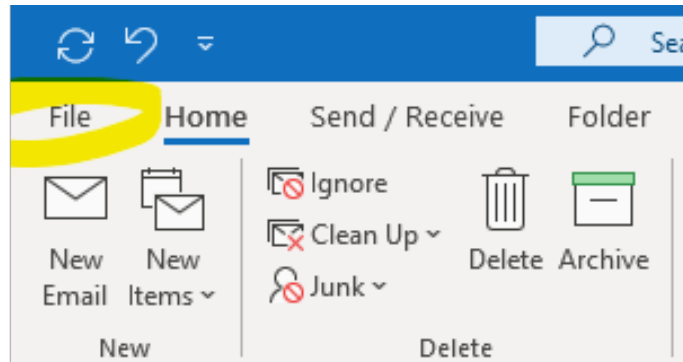


- b. For **Roboto**, click on and open the “Roboto” subfolder and then click on each font and install using the “Install” button at the top. (see screenshots.) Once you click “Install” it takes a second and then the button grays out. Close and repeat with the other fonts.

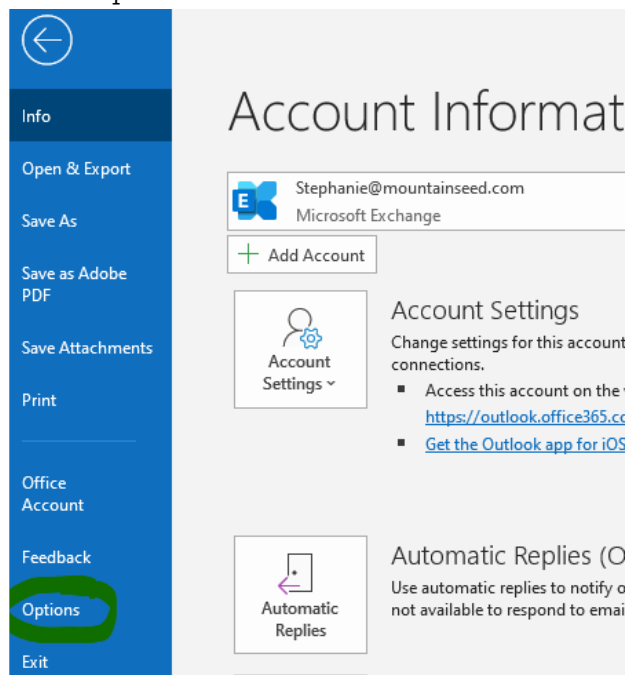


4. Open Outlook

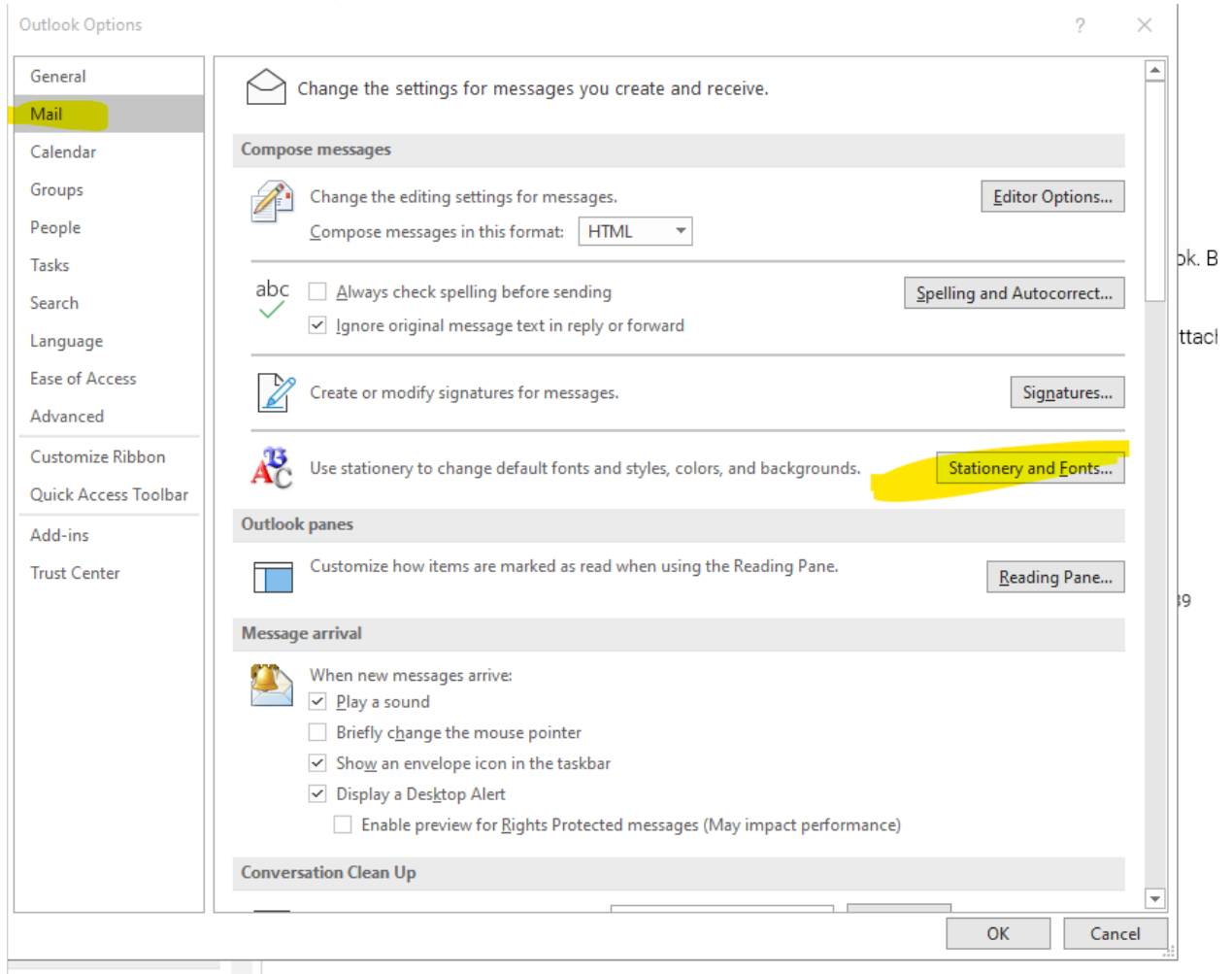
5. Click "File"



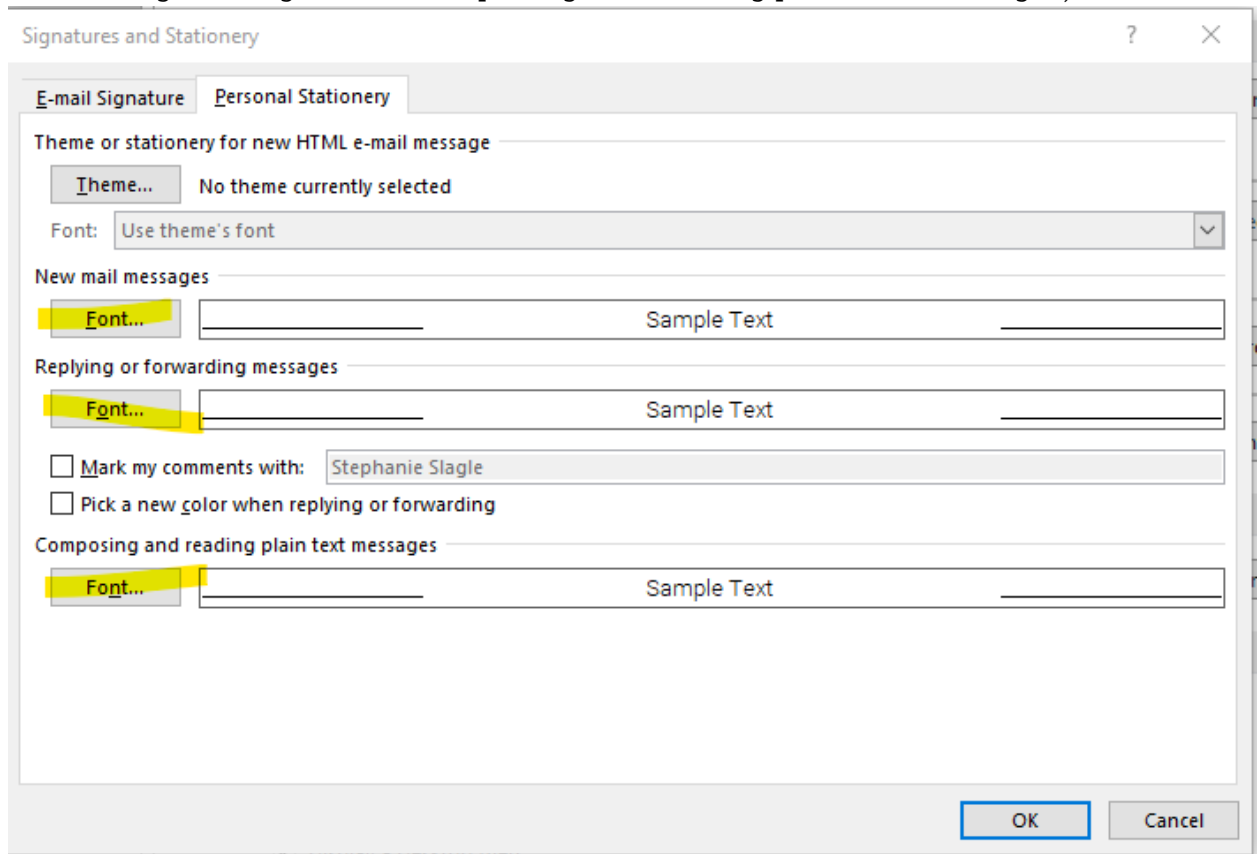
6. Click "Options"



7. Click Mail (left column) and then "Stationery and Fonts" (far right)



8. Click on all three “Font” buttons and to select and save Roboto font (complete step 9 for each section – New Mail Messages, Replying or forwarding messages, and Composing and reading plain text messages)



9. Select Font, Font Style, and Size, and click OK to save.

