GROUPWISE 8 - CHANGE FONTS

Default read and compose fonts in GroupWise can be changed to suit your preference. For example, a different typeface or color can be selected. Note, however, that messages created by others and opened in HTML view retain their original formatting.

Change the default GroupWise fonts in Windows:

- In GroupWise, go to Tools > Options > double-click the Environment icon
- 2. Click the Views tab
- 3. Under 'Default Compose View' select Plain Text or HMTL, then select your default typeface and font size
- 4. Under 'Default Read View' you can select Plain Text and set the font desired, or HTML which does not allow you to change the font size

Note: HTML view allows you to see images and graphics in an email; Plain Text does not.

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Change the font of an individual message you are sending:

- 1. Open a new mail window in HTML View (go to View > click HTML to open the HTML toolbar)
- 2. Select the font style, size, color, etc. desired from the formatting toolbar below the Subject line
- 3. Compose and send your message

Note: These changes do not affect your GW email signature.

Change the font size of an individual message you are reading:

- 1. Right-click inside the message body
- 2. Click Zoom In this will enlarge the entire body of the message.

Change the font of the folder list and email list in the GroupWise main window:

- 1. Right-click the desktop > click Properties
- 2. Click the Appearance tab
- 3. Click the Advanced button
- 4. Click the drop-down arrow under Item and select "Message Box"
- 5. Select the typeface and/or size
- 6. Click Apply and OK to close.