

# Standardizing Font Type & Size for Accessibility

Instructions for changing default settings for font type and size in Outlook for PCs, MacOS and Outlook for Web

October 20, 2022

# The Why: Changing default settings for font type and size in Outlook for PCs, MacOS and Outlook for Web

The purpose of this guide is to provide direction on email font uses to align with accessibility standards and College branding. These changes will help those with abilities that are impacted by font type including persons with disabilities but also someone whose first language is not English etc.

As of October 1, 2022 College email settings in Microsoft Outlook have historically defaulted to font type and size Calibri 11pt – this is not a font that is accessible for some users. Going forward, all employees should follow the instructions below to reset their default and use Arial 12pt font for email communications.

According to web content accessibility guidelines, the minimum expected font size 12 points (sizes 12-16 points can improve readability for many). It's considered best practice to have the right balance of contrast and to avoid using “fun fonts” or bolded, italicized or otherwise stylized fonts to convey meaning.

A professional development course will soon be available to all employees via the Centre for Organizational Learning on ‘Accessible Workplace Communications’. This self-directed course will provide additional learning to ensure we are creating and sharing documents and communications that are accessible to everyone. In the interim, if you are interested in learning about standards for accessible communication, please visit the following website for more information: <https://www.accessibility.com/blog/what-are-accessible-fonts>

# The How: Changing default settings for font type and size in Outlook for PCs, MacOS and Outlook for Web

## Change the default font and size in Outlook for PCs

1. Go to **File > Options > Mail > Stationery and Fonts...**
2. Select the font you want to change
  - **New mail messages** - Sets the default font for original messages you compose. Please set the default to Arial 12pt.
  - **Replying or forwarding messages** - You can have a different font on messages you're forwarding or replying to. This setting is mostly for the two check boxes that let you mark your comments with your name (or other text) or with a different color of text. Please set the default to Arial 12pt for sending, replying and forwarding messages.
3. Select the options that you want to apply to the default font, such as font style and font size. The recommended font style and size is Arial 12pt.
4. Select **OK** all the way back out to save your changes.

## Change the default font and size in Outlook for MacOS

1. Select **Outlook > Preferences > Fonts.**
2. In the **Default fonts for composing messages** section click the **Font** button next to the composition style you want to edit. For example, click **Font** next to **New mail** to select a default font for new messages, or next to **Reply or forward** to set a font for outgoing messages. Please set the default to Arial 12.
3. On the **Font** tab, choose the default Font, Font style, Size, Color & Underline, and Effects.
4. On the **Advanced** tab, adjust default character spacing and typography. Please set the default to Arial 12.
5. Click **OK** to save the changes.
6. Repeat steps 2 through 5 for each composition style you want to edit.

## Change the default font and size in Outlook for Web

You can change fonts if you use HTML format to compose new messages.

1. Go to **Settings > View all Outlook settings > Compose and reply.**
2. Under Message format, set **Compose messages in** to **HTML format.**
3. Set the font and size to Arial 12pt.