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On the Mail page, in the Compose messages section, do either of the following: ?To display the E-mail Signature tab, click the

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Signatures button. ?To display the Personal Stationery tab, click the Stationery and Fonts button. To change the default font for outgoing messages 1.

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Quit any Office programs that are running. In Control Panel, choose Programs and Features. In the list of installed programs, right-click Microsoft Office 2016 or Microsoft Office 2013, and then choose Change. If repairing your Office programs didn't resolve your issue, move on to the next step.

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In Mail, select Home. In the Quick Steps group, in the Quick Steps gallery, select the Create New Quick Step. In the Name box, type a name for the new Quick Step. Select the icon button next to the Name box, select an icon, and then select OK.

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