

Microsoft Outlook 2016 Step By Step

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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 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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Just perform Step 1: Prepare Gmail for connecting to Outlook and then Step 2: Add your Gmail account to Outlook. Step 1: Prepare Gmail for connecting to Outlook Before you connect your Gmail account and Outlook, you need to prepare your Gmail account : turn on 2-step verification for Gmail and then create an app password that Outlook/Microsoft 365 will use with your Gmail address to make the connection.