When you compose a new email, does the new message window show very big or small letters? For answer find your platform and follow the instructions.

**Office 2016 Windows:**

1. In Outlook select *Reply, Reply All, or Forward > Format Text* tab > *Zoom.*

   ![Office 2016 Windows: Format Text tab](image)

2. In the Zoom window select the zoom that suits your needs > *OK.*

   ![Office 2016 Windows: Zoom window](image)

**Office 2016 for Mac:**

1. Open *Outlook > Outlook > Preference > Fonts* > in the *Default fonts for composition* select the font and the size that you want.

   ![Office 2016 for Mac: Fonts settings](image)