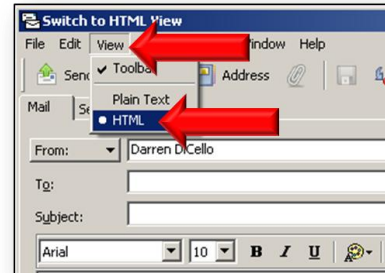
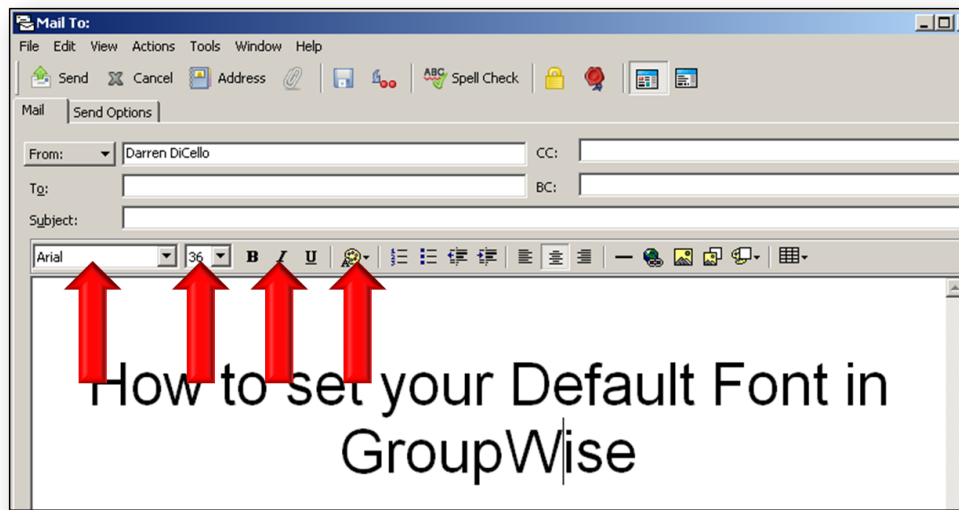


Setting Default Font in GroupWise

1. Create a new mail message using your **GroupWise** account.
2. **Left-click** on **View** and select **HTML**.



3. Set your **font type**, **font size**, and **font color**.



4. **Right-click** on the toolbar and select "**Set Current as Default.**"
5. Continue to compose and send your email. The next time you create a message, your default font will be used.

