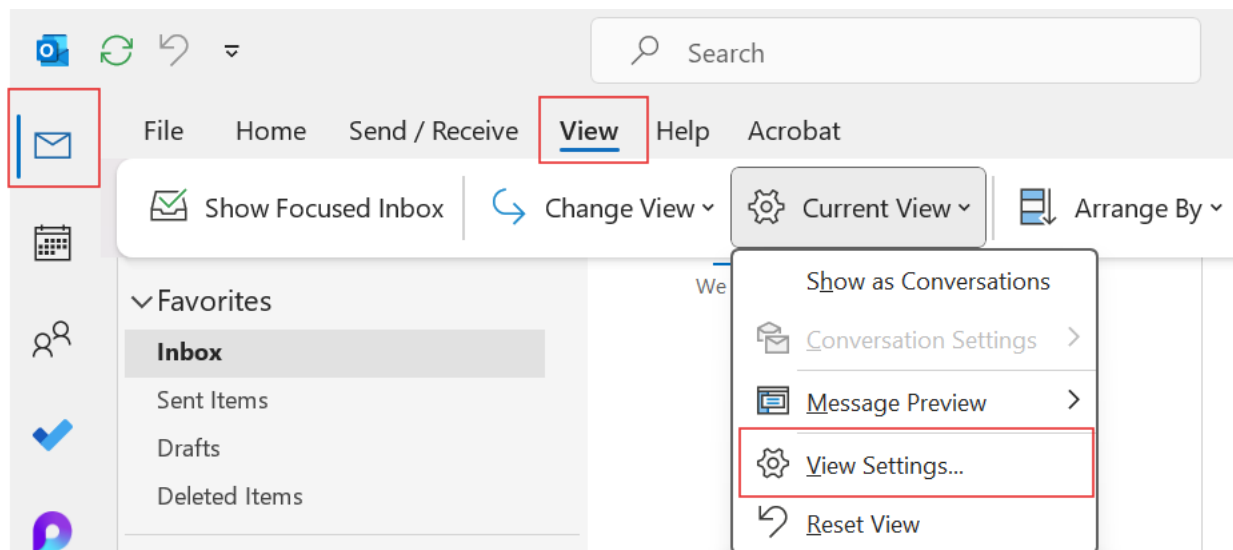


CHANGE COLUMN HEADING SIZE

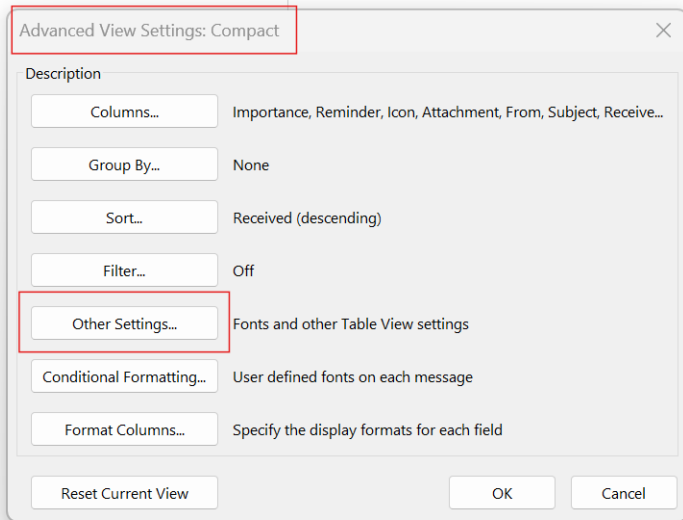
Adjusting the column headings in Outlook emails can make a significant difference in visual ergonomics and help improve navigation. Enlarging the headings not only improves readability but also reduces eye strain by clearly separating each column and header. This adjustment is especially beneficial for individuals with vision challenges, as larger text minimizes the effort required to locate and interpret information quickly. This not only help the eyes, but will also help prevent a common computer hunch posture. The eyes are always going to win, and if there is difficulty in seeing something on the screen, the body will adapt. In an environment where email is a constant part of daily communication, these modifications will help contribute to a more comfortable and efficient workspace. Even without vision challenges, the default settings in Outlook are often quite small and increasing these is beneficial and highly recommended.

1. Open Outlook
 - Launch Microsoft Outlook on your computer.
2. Navigate to the Mail View
 - Click on the Mail icon in the left corner of Outlook.
3. Open the View Settings
 - Go to the View tab in the ribbon at the top.
 - Click View Settings (also called Advanced View Settings in some versions).



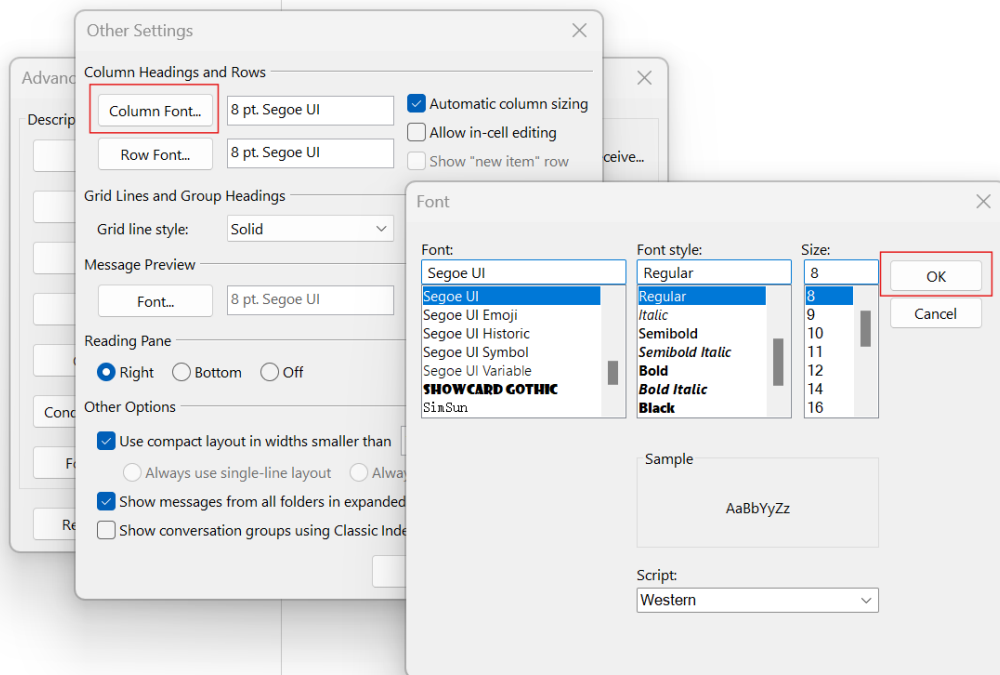
4. Modify the Column Font Size

- In the Advanced View Settings window, click on Other Settings.



5. Adjust the Column Headings Font

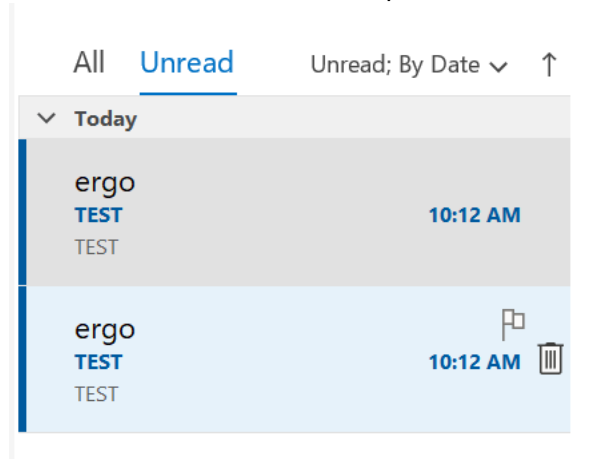
- Under the Column Headings and Rows section, click on the Font button.
- A new window will appear where you can change the Font, Style, and Size of the column headings.



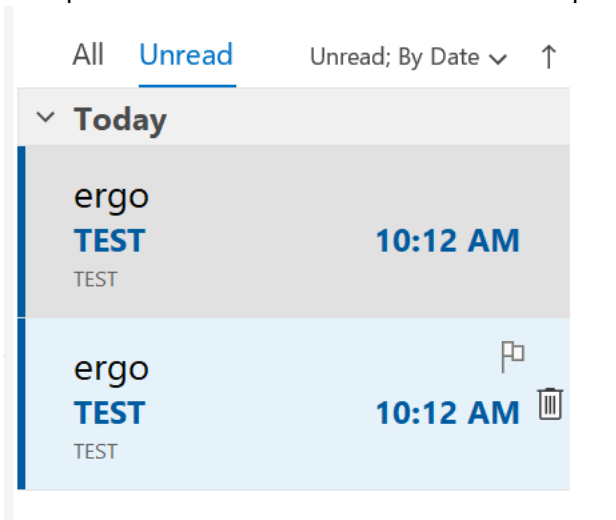
6. Apply and Save Changes

- After selecting the desired font size, click OK to close the font settings window.
- Click OK again in the Other Settings window.
- Click OK once more in the Advanced View Settings window to apply the changes.

Shown here as 8 pt font



Shown here as 12 pt font. Notice the increased size and improved readability.



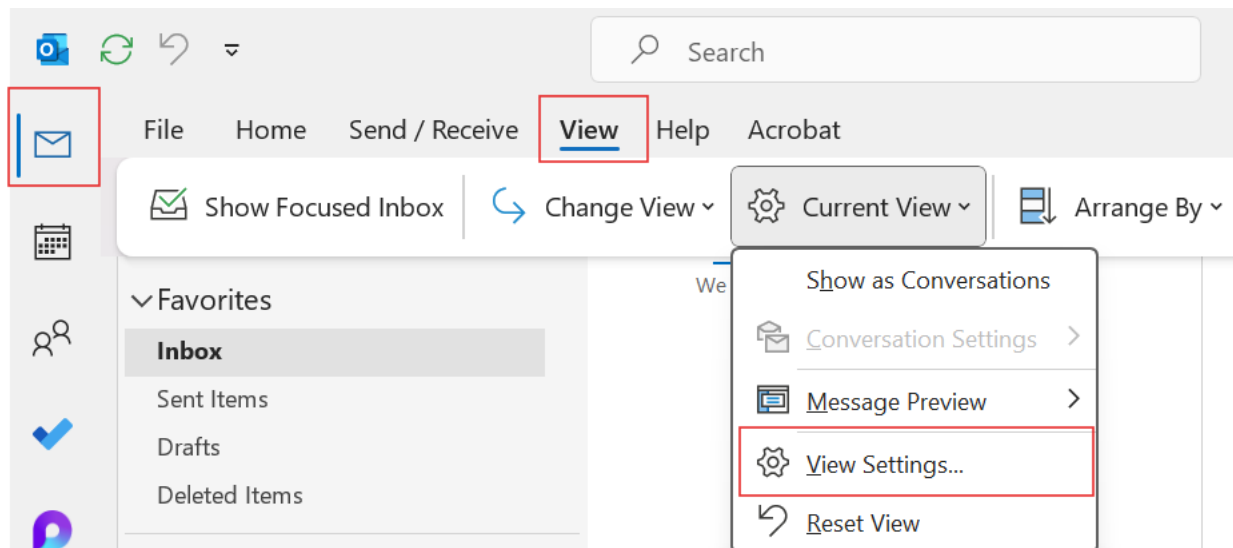
7. Restart Outlook (If Necessary)

- If the changes do not take effect immediately, restart Outlook to ensure they are applied properly.

CHANGE UNREAD MESSAGES FONT COLOR AND SIZE

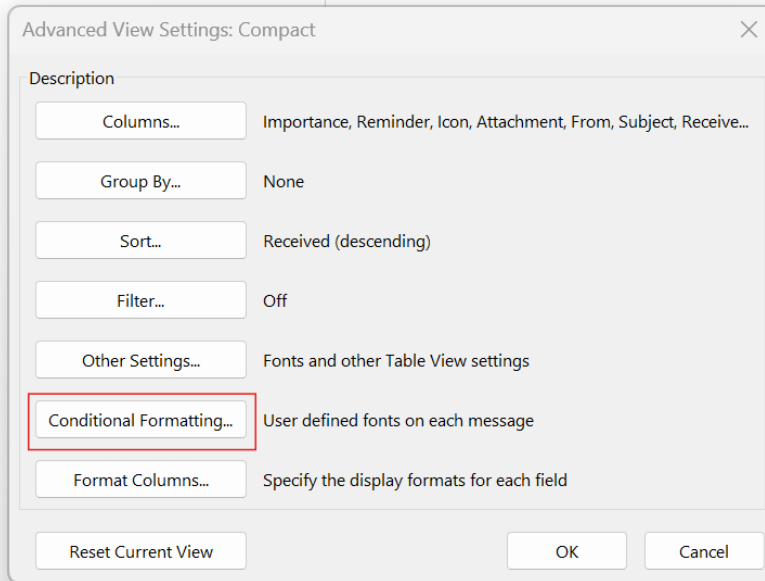
Customizing the font size and color for unread messages using Conditional Formatting in Outlook can greatly enhance the ability to identify new emails quickly. By emphasizing unread messages with larger, contrasting text, users can reduce the risk of missing important messages while also reducing visual fatigue. This method not only supports better organization and quicker prioritization of messages and associate tasks but also follows ergonomic best practices by creating a visually accessible digital workspace. When the text is clear and accessible, there is less need for users to use the computer hunch, which helps maintain a neutral spine and proper posture. Ultimately, these changes can lead to improved productivity and a more user-friendly email experience.

1. Open Outlook
 - o Launch Microsoft Outlook on your computer.
2. Go to Mail View
 - o Click on the Mail icon in the left corner.
3. Open the View Settings
 - o Click on the View tab in the ribbon.
 - o Select View Settings (or Advanced View Settings in some versions).



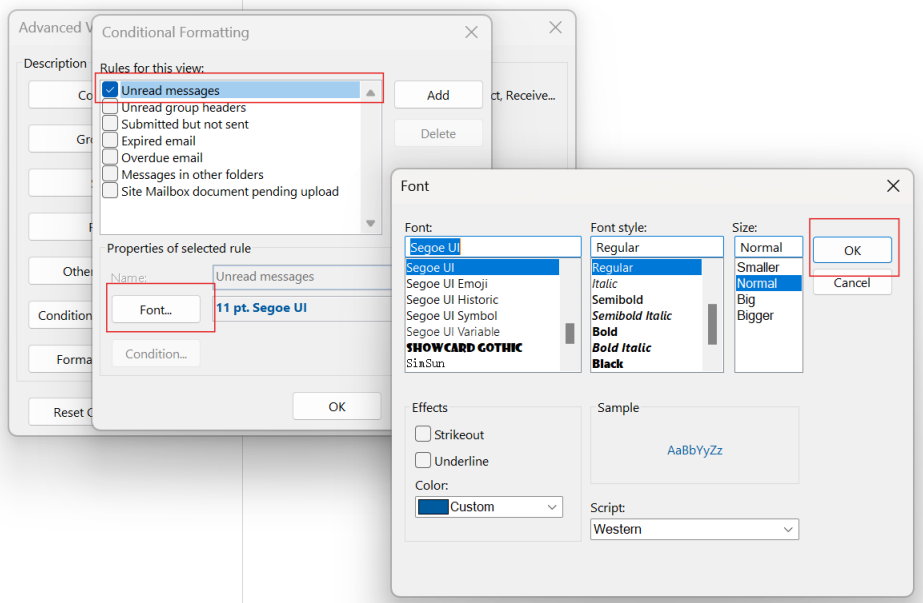
4. Access Conditional Formatting

- In the Advanced View Settings window, click Conditional Formatting.



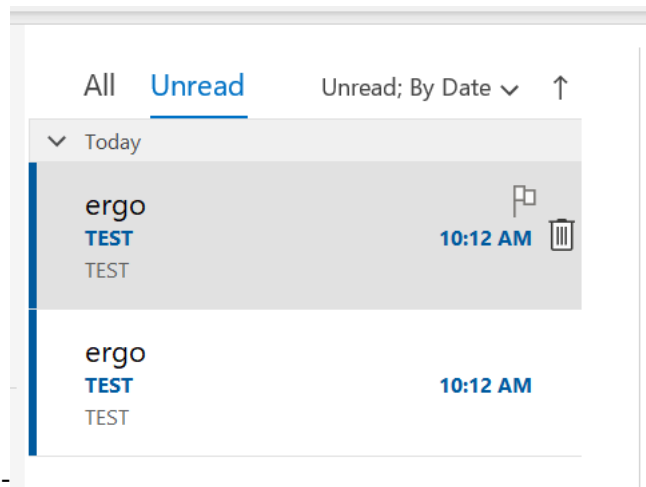
5. Modify Unread Messages Formatting

- In the Conditional Formatting window, you'll see a list of rules.
- Select Unread Messages (this rule controls how unread emails appear).
- Click the Font button.

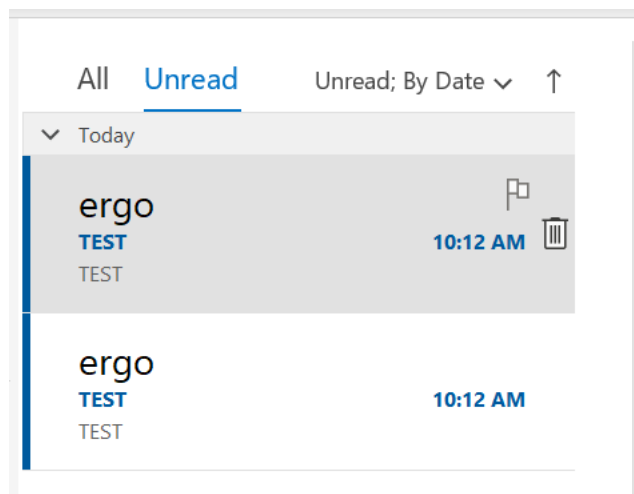


6. Change Font Size and Color

- In the Font window, you can change:
 - Font (type)
 - Font Style (bold, italic, etc.)
 - Size (adjust as needed)
 - Color (pick a different color to make unread messages stand out)
- Click OK when done.



Shown here at 11 pt font (normal)-



Shown here at 14 pt font (big)-

7. Save and Apply Changes

- Click OK in the Conditional Formatting window.
- Click OK in the Advanced View Settings window.

8. If the changes do not take effect immediately, restart Outlook to ensure they apply.