

Tip of the Month: Would you like to change the font or size of your email text??

Problem:

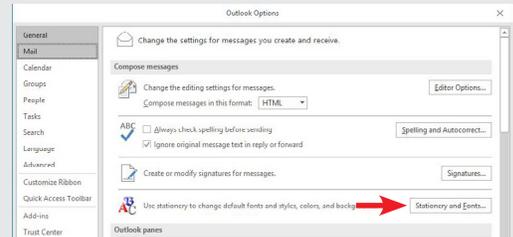
As part of the eStationery bundle, the eReplier is the designated signature to use when responding to or forwarding an email. Did you know that you can change the size and font in the eReplier???

Solution:

Due to the file configuration the eReplier font and size can be altered. If you would like to modify the look of your eReplier, simply follow the steps as noted below:

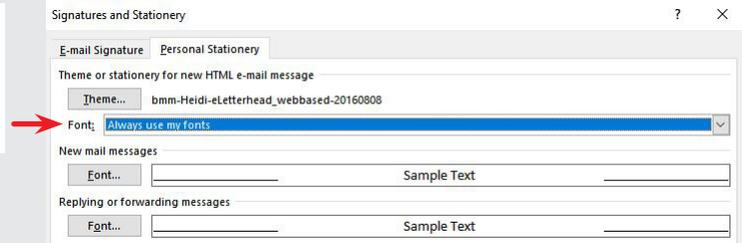
Step 1

In Microsoft Outlook, click on "File". Click on "Options". Click on "Mail". On the right side of the Mail screen, click on the "Stationery & Fonts" button on the right side of the screen. (It will be the fourth button down from the top.)



Step 2

Underneath the "Theme" button there is a Font: drop down menu. Change the menu to read: "Always Use My Font".



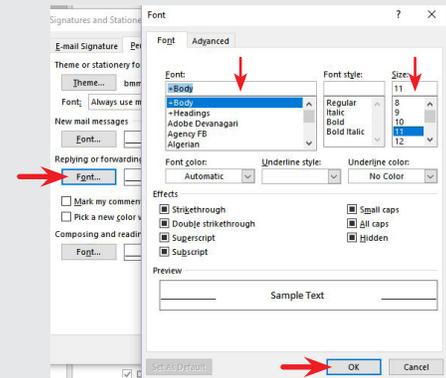
Step 3

In the section Replying or forwarding messages, click on the "Font" button. Set up your font using the options provided. After all changes are made, click "OK" through all screens.

Note: The State Farm recommended font is Calibri and 11pt size.

NOTE:

The other component of the eStationery bundle, the eLetterhead, the font cannot be modified through your outlook settings. If you'd like a special font for your eLetterhead emails, please contact us today. You will need to have your files repackaged to the font you desire and this comes at a \$29 editing fee.



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