Changing the default font in Groupwise (2/25/11)

In the Windows GroupWise Client:

1. Open the Groupwise Client.

2. In the Menu Bar, select Tools > Options.

3. In the Options Message box, select Environment.

4. In the Environment Message box, select the Views tab.

5. In the Default Compose View & Font, select the HTML radio button and change your font to either Georgia or Tahoma. You can select your preferred font size.

6. In the Default Read View & Font, select the HTML radio button.

For additional assistance, please go to HELP in the Menu Bar of the GroupWise client.

In the Mac GroupWise Client

1. Open the GroupWise Client.

2. Select GroupWise on the main toolbar at the top of the screen.

3. Select Preferences from the drop down menu.

4. In the Preferences menu, select the General tab.

5. In the Default compose View & Font, select the HTML radio button and change your font to either Georgia or Tahoma. You can select your preferred font size.

6. In the Default Read View & Font, select the HTM radio button.

For additional assistance, please go to GroupWise HELP in the main toolbar at the top of the screen.
In WebAccess:

The default font in GroupWise Web Access Compose New Mail Message is Tahoma. You can select the Font button in the Compose New Mail Message box to change your font to Georgia.