

# Email Font Policy

## FIRMWIDE POLICY

### Purpose:

This policy aims to standardise the appearance of email communications from Factor1 Group to ensure a consistent and professional image.

### Scope:

This policy applies to all employees, contractors, and any other individuals who send emails on behalf of Factor1 Group.

### Policy:

Font Type: All email communications must use Calibri.

Font Size: The font size must be set to 12 points.

Font Color: The font color must be black.

### Text Formatting:

**Bold:** Use bold text sparingly to emphasise important points.

**Italics:** Use italics for titles of works, foreign words, or to emphasise a word or phrase.

**Underlining:** Avoid underlining text as it can be confused with hyperlinks.

### Contact:

For any questions regarding this policy or help setting your default font in Outlook, please contact me at [wendy@factor1.com.au](mailto:wendy@factor1.com.au) or [charles@factor1.com.au](mailto:charles@factor1.com.au).

*[Please see the next page on how to set this in your Outlook]*



## How to Set Default Font in Outlook:

1. In Outlook, go to: File > Options > Mail > Stationery and Fonts

Outlook Options

General

**Mail**

Calendar

Groups

People

Tasks

Search

Language

Accessibility

Advanced

Customize Ribbon

Quick Access Toolbar

Add-ins

Trust Center

Compose messages

Change the settings for messages you create and receive.

Editor Options...

Compose messages in this format: **HTML**

Show text predictions while typing  ⓘ

abc

Always check spelling before sending

Ignore original message text in reply or forward

Spelling and Autocorrect...

Create or modify signatures for messages.

Signatures...

A<sup>a</sup>

Use stationery to change default fonts and styles, colors, and backgrounds.

**Stationery and Fonts...**

Outlook panes

Customize how items are marked as read when using the Reading Pane.

Reading Pane...

Message arrival

When new messages arrive:

Play a sound

Briefly change the mouse pointer

Show an envelope icon in the taskbar

Display a Desktop Alert

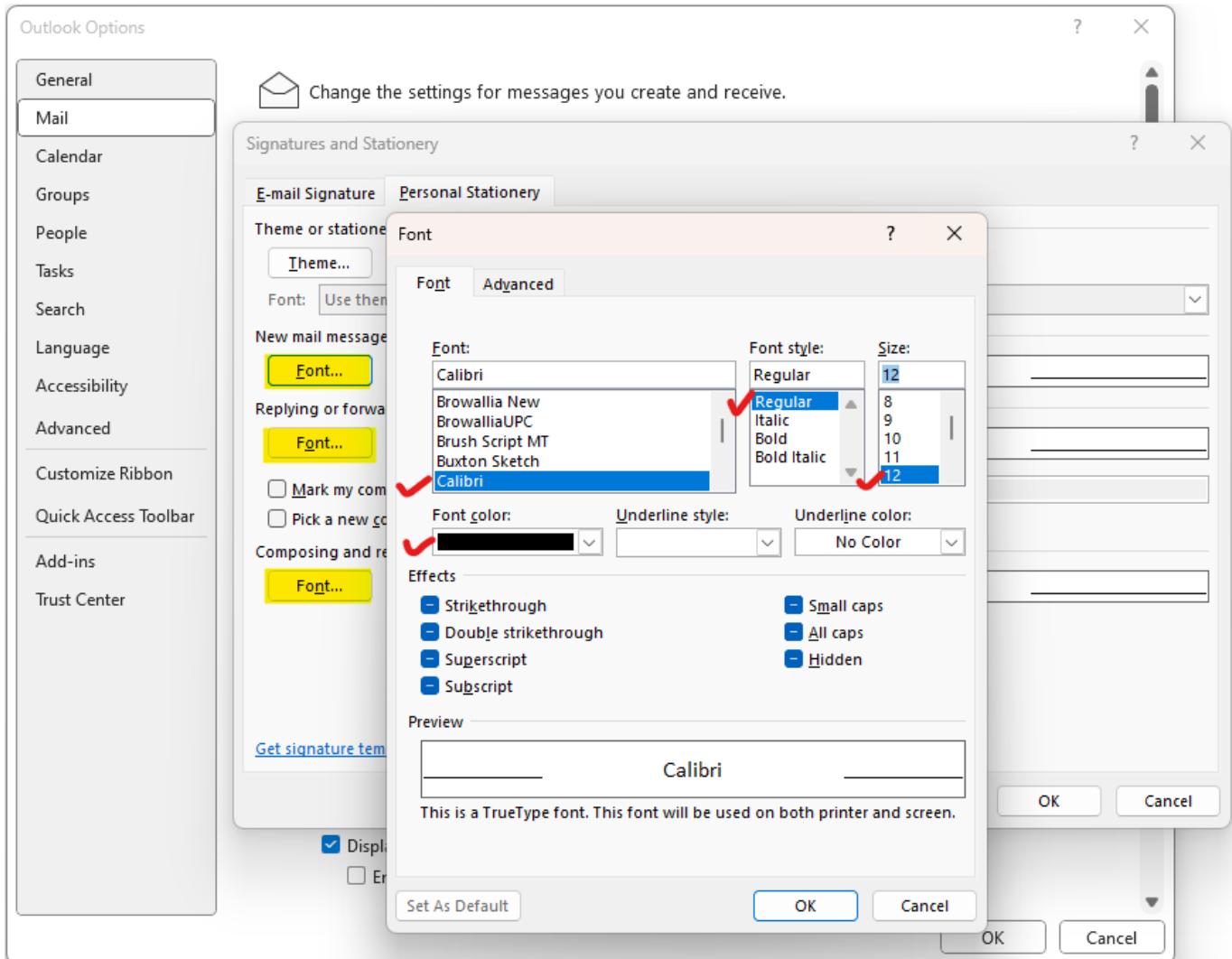
Enable preview for Rights Protected messages (May impact performance)

OK Cancel





- Under each Font category, change the font to Calibri, Regular, 12, black.



- Done!



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