

From: Smith, Kevin
Sent time: Monday, November 07, 2011 7:52:47 AM
To: Cari Miller (Cari@excelined.org) <Cari@excelined.org>
Subject: RE: How do I get my font larger on the right hand side. I figured out the others as you can tell), but not the message side itself?

Hi Cari,

Back in the office. Great weekend! ☺

Here's what worked for me:

- 1) Click on the preview pane (right side)
- 2) Hold down the Ctrl key
- 3) Use scroll wheel on mouse to resize as necessary (the scroll wheel should be between the right and left click buttons)

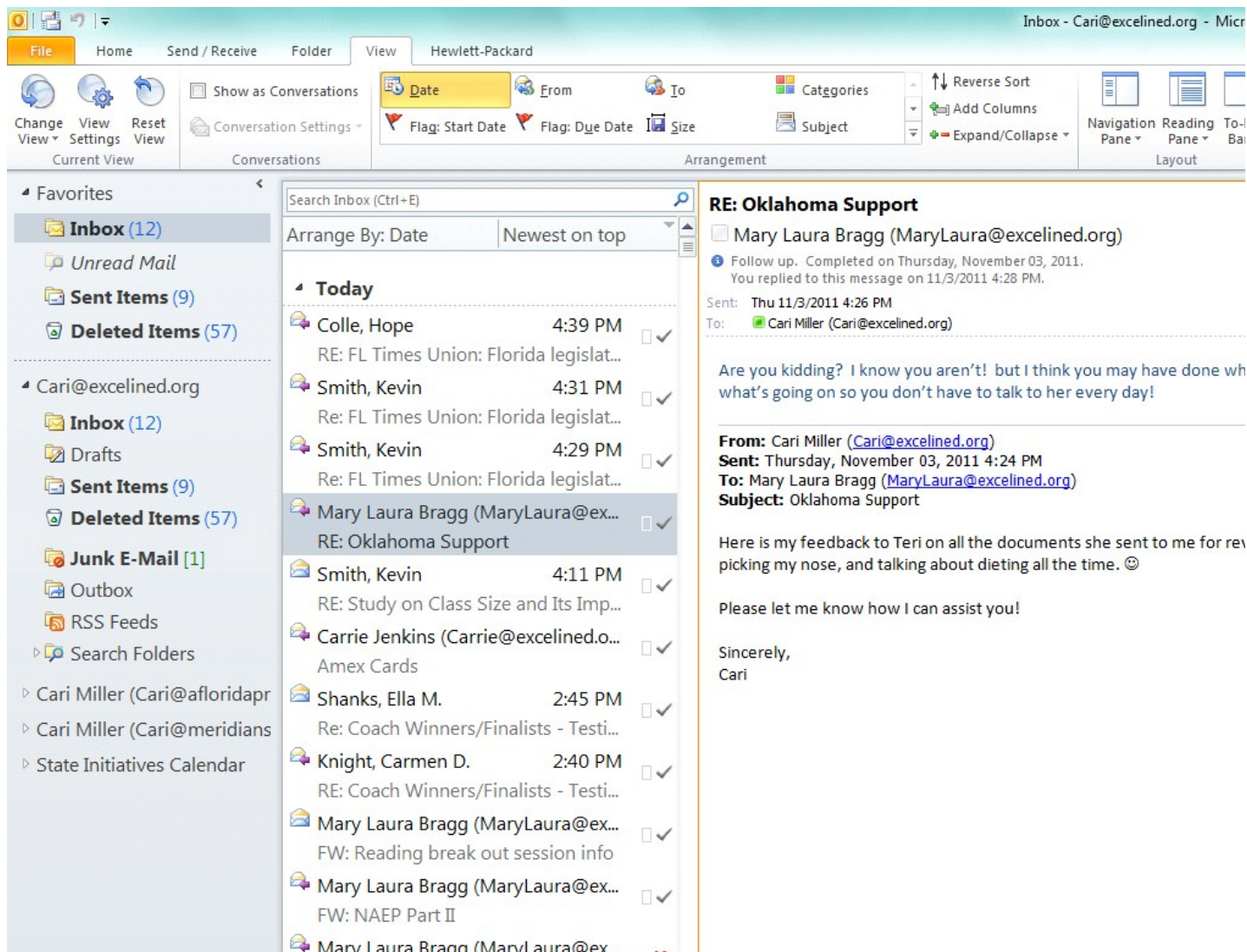
Have a great day and thanks again for all that you do!

Sincerely,

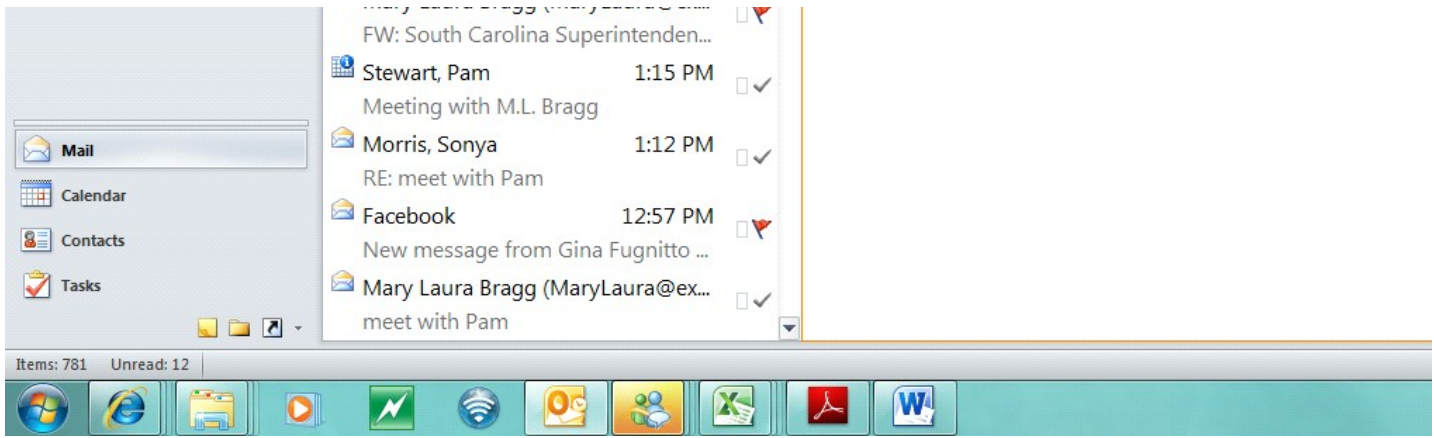
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From: Cari Miller (Cari@excelined.org) [mailto:Cari@excelined.org]
Sent: Thursday, November 03, 2011 4:52 PM
To: Smith, Kevin
Subject: How do I get my font larger on the right hand side. I figured out the others as you can tell), but not the message side itself?



The screenshot shows a Microsoft Outlook inbox window. The title bar reads 'Inbox - Cari@excelined.org - Micro...'. The ribbon includes 'File', 'Home', 'Send / Receive', 'Folder', 'View', and 'Hewlett-Packard'. The 'View' tab is active, showing options for 'Date', 'From', 'To', 'Categories', 'Subject', 'Flag: Start Date', 'Flag: Due Date', 'Size', and 'Expand/Collapse'. The left sidebar shows the 'Favorites' pane with 'Inbox (12)', 'Unread Mail', 'Sent Items (9)', and 'Deleted Items (57)'. Below this, the 'Cari@excelined.org' folder is expanded, showing 'Inbox (12)', 'Drafts', 'Sent Items (9)', 'Deleted Items (57)', 'Junk E-Mail [1]', 'Outbox', 'RSS Feeds', and 'Search Folders'. The main pane shows a list of emails arranged by date, newest on top. The selected email is from Cari Miller (Cari@excelined.org) with the subject 'RE: Oklahoma Support'. The preview pane on the right shows the email content, including a follow-up note, the original message details, and the body text: 'Are you kidding? I know you aren't! but I think you may have done wh what's going on so you don't have to talk to her every day!', 'Here is my feedback to Teri on all the documents she sent to me for rev picking my nose, and talking about dieting all the time. ☺', and 'Please let me know how I can assist you!'. The email ends with 'Sincerely, Cari'.



Sincerely,
Cari Miller
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