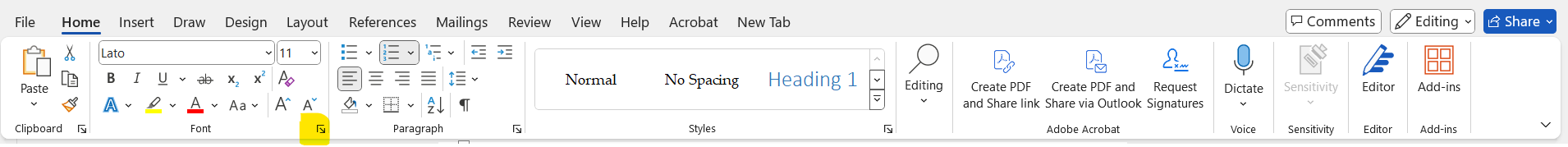
Setting Lato as your Default Font

Microsoft Word:

1. Open a blank Word document.
2. In the Font section, click the button on the bottom right.



1. Select Lato, size 11
2. On the bottom of that box, select Set as Default
3. Select *All documents based on normal template*

A screenshot of a computer

Description automatically generated

A screenshot of a computer

Description automatically generated

Microsoft Outlook:

1. Select File > Options > Mail
   1. *Options* is on the left side bar, at the bottom

A close up of a screen

Description automatically generated

1. Select *Mail* and *Stationery and Fonts*

A screenshot of a computer

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1. Select Lato, size 11
2. Be sure to select this for new mail messages, replying/forwarding, and plain text messages.
3. This is also where you can update your signature to Lato font.