

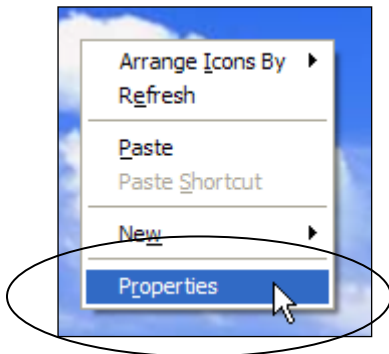
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## Changing the font in the GroupWise Windows client

Although this process affects GroupWise, you don't use GroupWise to do these steps. This is a setting in Windows itself—so start by closing GroupWise.

### Open Display Properties

1. **Close GroupWise.**

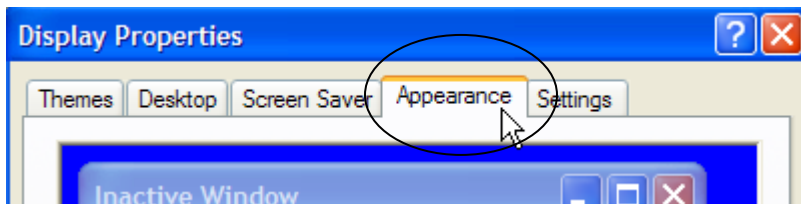


2. When GroupWise is not running, **right**-click an empty area of your desktop and
3. Click to select **Properties** from the popup menu

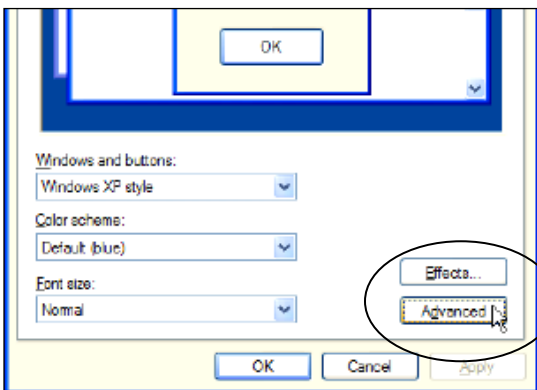
4. The Display properties window appears

### Open Message Box properties

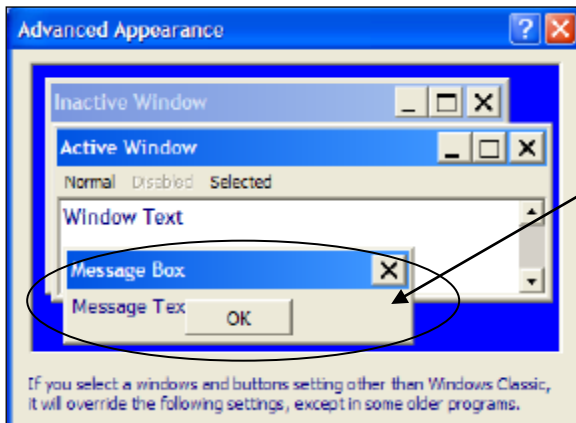
1. In the Display properties window, select the **Appearance** tab to bring it forward.



2. In the Appearance tab, click the **Advanced** button.



The *Advanced Appearance* window appears.

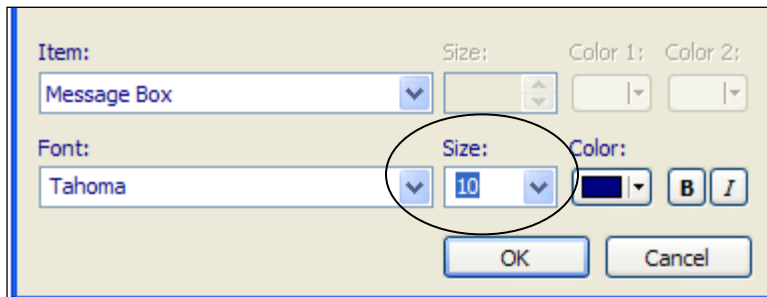


3. In the *Advanced Appearance* window click the **Message box** area.

### Change font size

1. Clicking the *Message box* area brings up *Message Box* in the *Item box* at the bottom of the window. Now you can change the **Font Size** to 10 or 12 (10 is standard—larger than the text was in *GroupWise*—12 is quite large).

Click the down-arrow beside the *Size* box to see choices, or highlight the number and type what you want.



You can also change the font if you want to experiment.

2. Click **OK** as many times as necessary to back out of the boxes.
3. Wait a few seconds before opening *GroupWise*. You'll now have a readable font for your messages.