



MS Office

Outlook

Dark Mode

Dark mode is a feature that lets you choose a darker color palette for your screen to make the foreground content stand out.

This high contrast option makes looking at your screen easier and reduces eye fatigue. **Give it a try and see how it works for you.**

Dark Mode

1. At your inbox, move to the toolbar at the top of your window and select **File**.
2. From the drop-down menu, select **Office Account**.
3. Under **Office Theme**, use the drop-down menu to select **black**.
4. Go to the top of your window, and select the back arrow to return to your inbox.

Switch Background

5. You have the option to make the reading pane and the composition pane light.
6. While in the reading pane, find the **Switch Background** button. The button is represented as the sun.
7. Select the sun button to change the reading pane from black to white. The button also changes from a sun to a moon.
8. To turn the screen dark again, click the **Switch Background** button again, which is currently represented as a moon.

Disable Dark Mode

9. You can disable dark mode in the reading pane.
10. Go to your inbox, select the **File** menu, and move down to Options.
11. From the **Options** menu, select the **General** tab.
12. Check the box **Never change the message background color**.

13. Select the OK button to save your changes.

You may be surprised at how dark mode reduces your eye fatigue. Take a look and see how helpful it can be. Other workshops in this series explore more ways to use your computer. Try them out!