

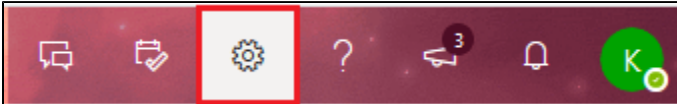
Changing the Theme in Office 365

Table of Contents

- [Step 1: Click Settings](#)
 - [Step 2: View Theme Selection](#)
 - [Step 3: Pick a theme](#)
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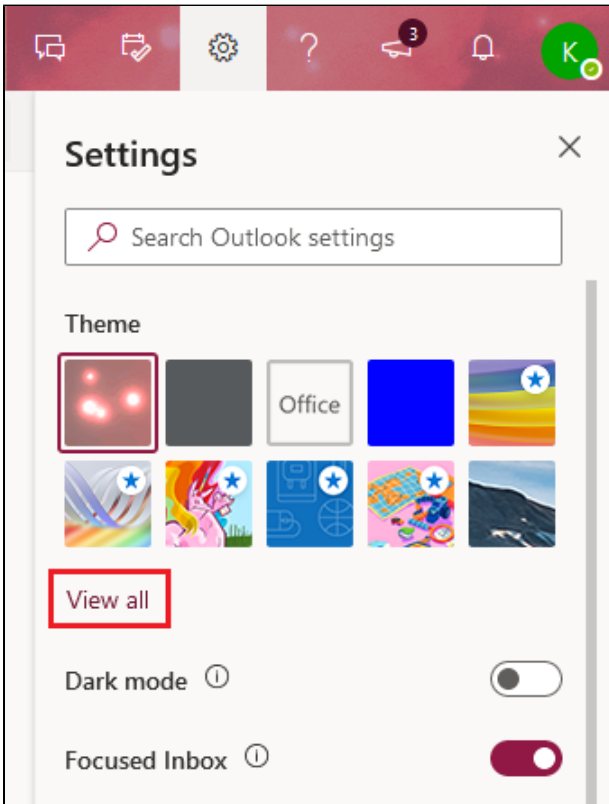
Step 1: Click Settings

After you log in, click on the cog icon in the top right-hand corner to open the settings pane.



Step 2: View Theme Selection

Select **View All** underneath **Theme**



Step 3: Pick a theme

Select the theme you would like and click the X button in the upper right-hand corner. These changes will automatically be saved to your account, even after you close out of your browser.

Settings

Search Outlook settings

Theme

The image shows a screenshot of the Outlook 'Settings' application. At the top, there is a navigation bar with icons for home, search, settings, help, and notifications, along with a user profile icon labeled 'K'. Below this is the 'Settings' title bar with a close button. A search bar labeled 'Search Outlook settings' is positioned below the title. The main section is titled 'Theme' and displays a grid of 50 theme thumbnails. The 'Office' theme, which is a plain white background, is currently selected and highlighted with a white border. Other themes include various colors, patterns, and illustrations, such as a blue and white pattern, a red and white pattern, a green and white pattern, and a blue and white pattern. The grid is organized into 10 rows and 5 columns. The first row contains 5 thumbnails, including the 'Office' theme. The second row contains 5 thumbnails, including a blue and white pattern. The third row contains 5 thumbnails, including a red and white pattern. The fourth row contains 5 thumbnails, including a green and white pattern. The fifth row contains 5 thumbnails, including a blue and white pattern. The sixth row contains 5 thumbnails, including a red and white pattern. The seventh row contains 5 thumbnails, including a green and white pattern. The eighth row contains 5 thumbnails, including a blue and white pattern. The ninth row contains 5 thumbnails, including a red and white pattern. The tenth row contains 5 thumbnails, including a green and white pattern. The 'Office' theme is the first thumbnail in the first row.