**How to Set Spacing in Word**

In Word, make sure you are on the HOME tab. Look for the Paragraph section, and click the small box in the lower right corner.

- **Spacing**
  - Before: 0 pt
  - After: 0 pt
  - Line spacing: Single

Then click on “Set as Default” at the bottom.

Select “All documents based on the Normal template”.

**How to Set Spacing in Outlook**

In Outlook, open a new message. Make sure you are on the MESSAGE tab. Look for the Basic Text section, and click the small box in the lower right.

Make sure your settings match.