

BULLETIN

NO.: 16-044
DATE: March 4, 2016
TO: All Personnel
FROM: Roger Fisher, Communications Manager (Interim)
SUBJECT: Substitute Font Usage on Outlook Web Access (OWA)

The ECDC Information Systems group has received several inquiries regarding the unavailability of the “Merriweather” font in Outlook Web Access (OWA). The City’s new “Style Guide” calls for this font in emails, signature lines and other correspondence media. The missing font is a known issue for the City’s Department of Information Technology.

We are also advised by the Department of IT there is no anticipated solution for this issue. This problem is not evident with the full Microsoft Outlook client on City desktop computers or with other desktop Microsoft applications.

The following is the approved substitution for the City Guide required font that is not available in Outlook Web Access:

City Guide	OWA Substitute
Merriweather	Georgia 12pt

When available, please utilize the approved City Style Guide font.