O365 Outlook eMail Client Spell Check Options

As a company, we have been using various version of Microsoft Office and have been used to many different choices when it comes to Spell Check and email. We have had a couple of requests to have the email checked when you click Send. If there are spelling errors, you are given the choice to correct them or to Send.

These can be easily configured, and you should experiment with the various options.

In this example, we will set up Spell Check to indicate problems when you click on Send. To do this, on the menu bar, go to File / Options as shown:



The options window will open over the email client. Select Mail on the left-hand side:

		Outlook Options	>
	General Mail	Change the settings for messages you create and receive.	
	Calendar	Compose messages	
	People	Change the editing settings for messages.	
	Tasks	Compose messages in this format: HTML 🔻	
	Search		
	Language	abc Always check spelling before sending Spelling and Autocorrect	
_ 1	Ease of Access	✓ Ignore original message text in reply or forward	

Then click on the "Always check Spelling before Sending" box as shown above. Click "OK" to save this change. The resulting Pop Up Box is shown below if you have an error:

Sena Io Jeremy Colwell;	
Cc Spelling: English (United States)	x
Bcc Not in Dictionary:	
It appears that Yardi will be upgrading the svas A Ignore O	ice
Subject Yardi Update This weekend Ignore /	
<u>A</u> dd to Dicti	onary
It appears that Yardi will be upgrading the syas this weekend Suggestions:	
Just FYI	
seas Change	A <u>I</u> I
Bill Salyers Spas Sav's AutoCog	ect
IT Director	
Towne Properties	
(513) 345-6923 office Options Undo Cancel	
(513) 503-9901 cell phone	
(866) 246-3660 e-Fax	

In this example, I misspelled servers and Outlook "caught" it and offered a few variables.

If you need more information, have a question, a suggestion, or need Help, you can contact the Towne Information Systems Help Desk in any one of the following ways:

- By Phone 513-345-6990
- By email <u>help@towneproperties.com</u>
- By filling out the form on <u>www.towneinfosystems.com</u>
- By submitting a work order via the TISI app, located in the Apple IOS and Android store.

Of course, supply as much information as you can so we can provide the best help possible quickly.