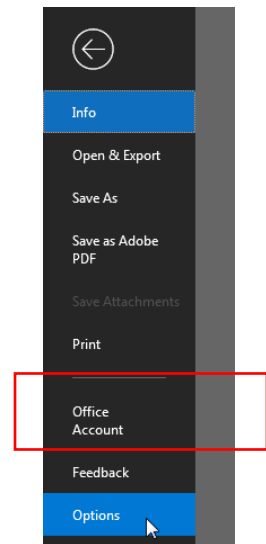


O365 Outlook eMail Client Spell Check Options

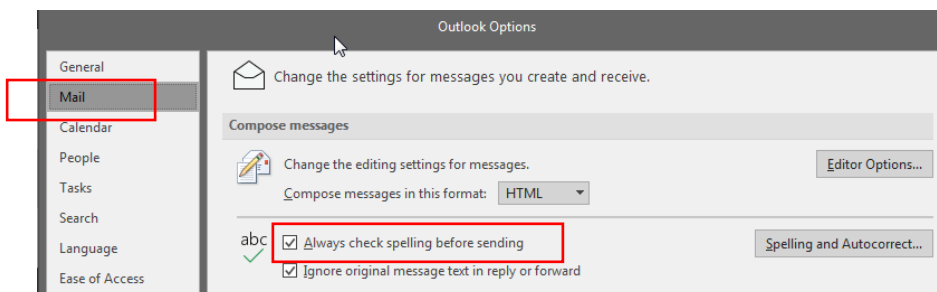
As a company, we have been using various version of Microsoft Office and have been used to many different choices when it comes to Spell Check and email. We have had a couple of requests to have the email checked when you click Send. If there are spelling errors, you are given the choice to correct them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

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

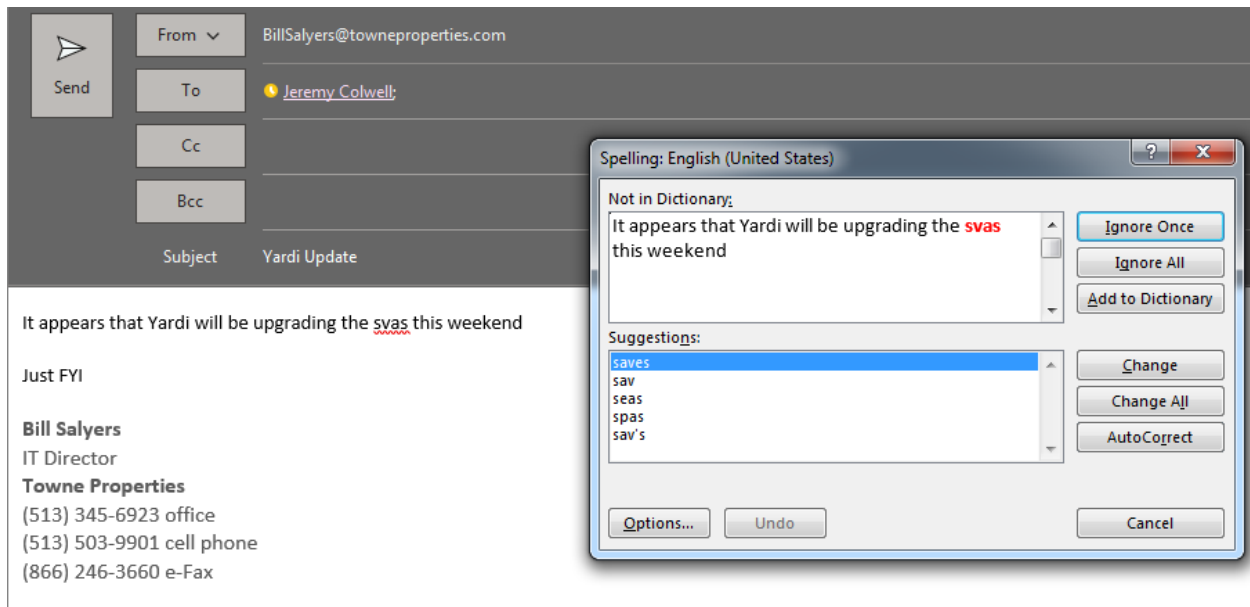
In this example, we will set up Spell Check to indicate problems when you click on Send. To do this, on the menu bar, go to File / Options as shown:



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



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:



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 – help@towneproperties.com
- By filling out the form on www.towneinfosystems.com
- 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.