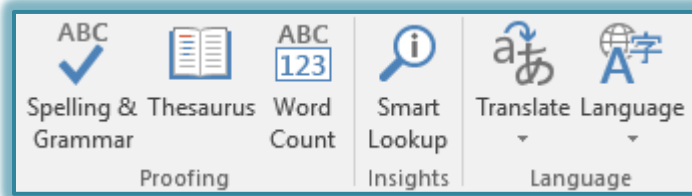


APPOINTMENT RIBBON – REVIEW TAB

The ribbons on the appointment or meeting window are used to perform different tasks such as inserting tables, pictures, hyperlinks, files, and so forth. The Review Tab is used to use different proofing tools, such as spell check, to translate text, and to specify a language.



Group/Button	Description
Proofing Group	
Spelling & Grammar	To check the spelling and grammar in an appointment or meeting, click this button.
Thesaurus	To search for words with similar meanings for a selected word, choose this option. When this item is selected, the Thesaurus Task Pane will display.
Word Count	This button is used to determine how many words, lines, or paragraphs are in the text area of an appointment or meeting request.
Insights Group	
Smart Lookup	This option is used to open the Insights Task Pane. This feature provides information such as definitions, images, and other results from various online sources for selected texts.
Language Group	
Translate	This option is used to translate words or paragraphs in an appointment or meeting into a different language using bilingual dictionaries or machine translation.
Language	Use this button to set the language for selected text within an appointment or meeting.