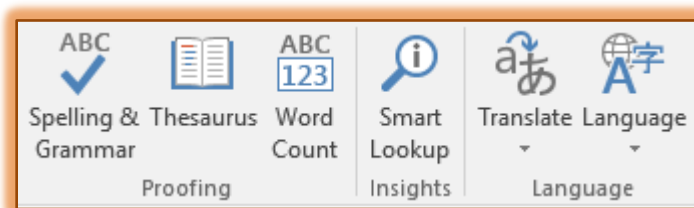


Untitled – Message Ribbon-Review Tab

This ribbon is used to perform different tasks when creating a new message in Outlook. Tasks such as checking spelling and grammar, using the thesaurus, or translating the message into another language can be performed using this ribbon. The table below provides a listing of the groups and buttons on the Review Tab on this ribbon. A description of each button is also provided.



| Group/Button | Description |
|-------------------------------|--|
| Proofing Group | |
| Spelling & Grammar | To check the spelling and grammar in a message, click this button. The spelling and/or grammar window will display. This window allows you to make corrections to the spelling or grammar in the message. |
| Thesaurus | To search for antonyms and synonyms for a selected word, choose this option. When the button is clicked, the Thesaurus Task Pane will display where the word can be specified. |
| Word Count | This button is used to determine how many words are in the text area of a Message. When the button is selected, the Word Count dialog box will display showing the number of pages, words, paragraphs, lines, and characters are in the message. |
| 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 text. |
| Language Group | |
| Translate | This option is used to translate text in the Message text area to a different language. When this option is selected you can choose to translate selected text or the whole message. |
| Language | Use this button to set the language for selected text within a Message. |