Spelling Options

Outlook Web Access has the capability of spell checking your e-mail messages before they are sent. The Spelling Options can be changed to meet individual needs. Outlook Web Access allows you to spell-check e-mail messages in several different languages using the language specific dictionaries supplied with the program. To set the Spelling Options, complete the following:

- Click the Options link in the upper right corner of the Outlook Web Access window (see illustration below).

- In the list that appears, click the See All Options link.
- The Options window will display with the Account option selected (see illustration below).

- Click the Settings link on the left side of the window.
- Click the Spelling button at the top of the window.
The Spelling window will display (see illustration below).

- Click the Ignore Words in UPPERCASE check box to prevent the Spell Checker from checking words in Uppercase.
- Click the Ignore words with numbers check box to prevent the Spell Checker from checking words that contain numbers.
- To automatically have Outlook Web Access check the spelling in an e-mail message before sending the message, click the Always check spelling before sending check box. If this option is chosen, it will take longer for the message to be sent.
- To select a language to use while spell checking the message, click the list arrow below Use this dictionary to check spelling and then choose the desired language.
- When all the options have been selected, click the Save button.