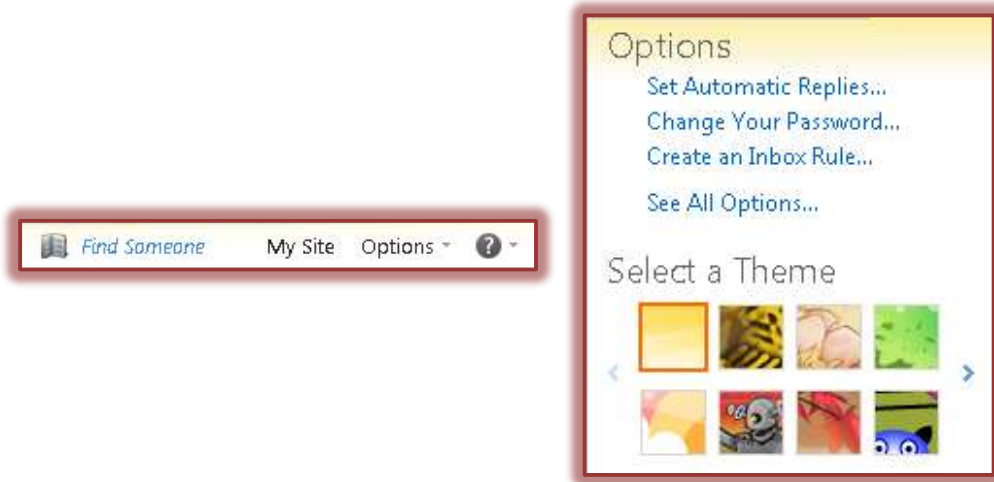


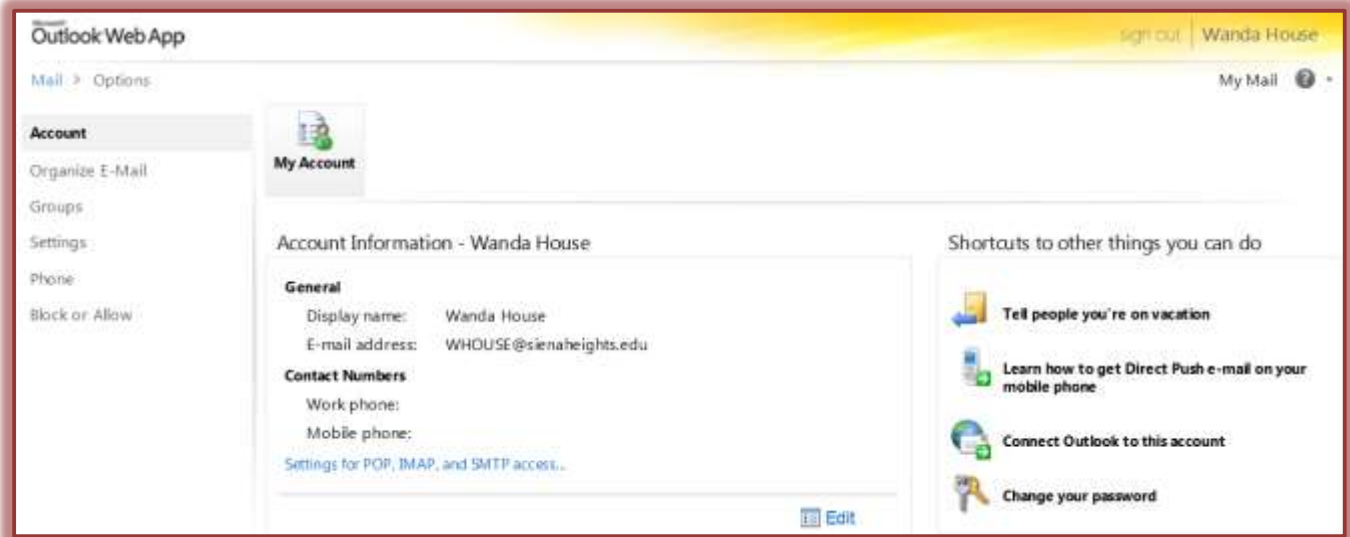
## Spelling Options

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:

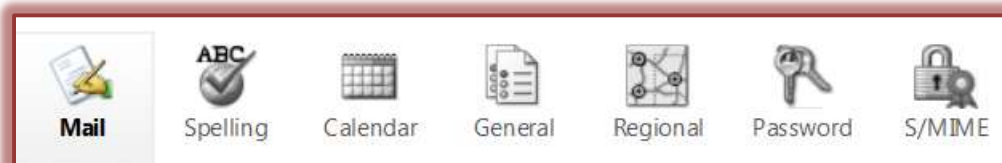
- Click the **Options** link in the **upper right** corner of the **Outlook Web Access** window (see illustration below).




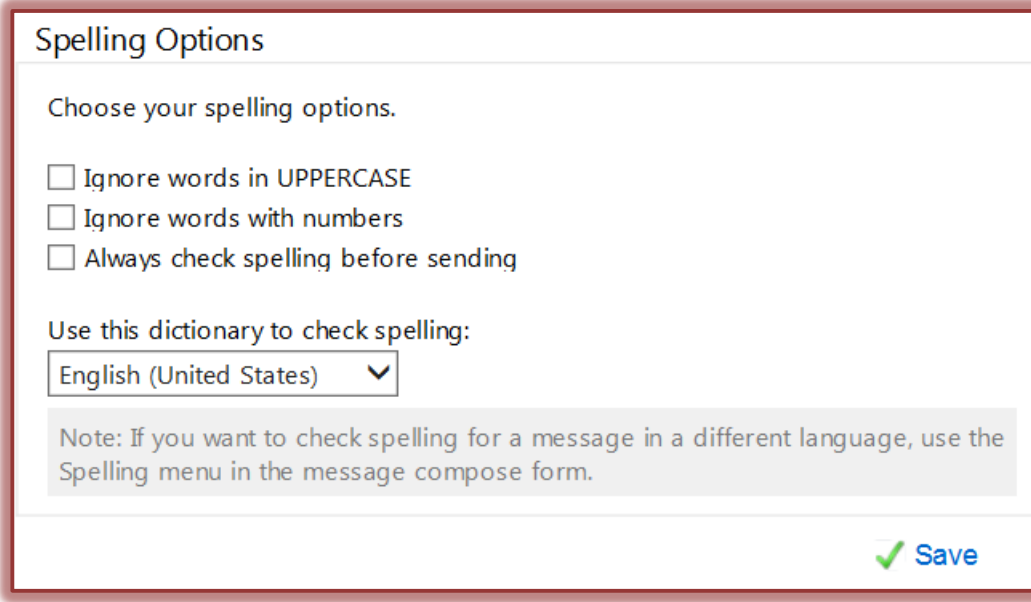
- In the list that appears, click the **See All Options** link.
- The **Options** window will display with the **Account** option selected (see illustration below).



- 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).



Spelling Options

Choose your spelling options.

Ignore words in UPPERCASE


Ignore words with numbers






Always check spelling before sending

Use this dictionary to check spelling:

English (United States) ▼

Note: If you want to check spelling for a message in a different language, use the Spelling menu in the message compose form.

 Save

-  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.