

## **LESSON 112**

### **SPELL CHECK YOUR OUTGOING E-MAIL**

Most of us use Microsoft Outlook or Outlook express to send and receive e-mail messages. Your out- going e-mail messages will look better if there are no spelling errors. Both programs can check your spelling before your e-mail messages are sent.

#### **Here's how:**

#### **MICROSOFT OUTLOOK**

In an open Outlook window click on Tools and then Options. Click on the Spelling tab and then click in the small box to the left of Always Check Spelling Before Sending. You can also click on Ignore Original Text so that Outlook doesn't spell check the original message.

#### **MICROSOFT OUTLOOK EXPRESS**

In an open Outlook Express window click on tools and then on Options. Your options here include "Always check spelling before sending", "Suggest replacements for misspelled words" and "Ignore original text in a reply or forward".

To eliminate repeating the original text of an e-mail in your response. press Ctrl + A to highlight the original text. When you start typing, the original text will disappear.

Sometimes the automated spell check dictionary will not recognize words you use even though you are spelling the words correctly. Both Outlook and Outlook Express allow you to add or remove words from a custom dictionary by simply clicking on the Add button instead of selecting Ignore.

In either program you can click on Tools and then on Options. Select the Spelling tab and then click on Edit Custom Dictionary. You can now remove any existing words from or add any new words to that dictionary.

