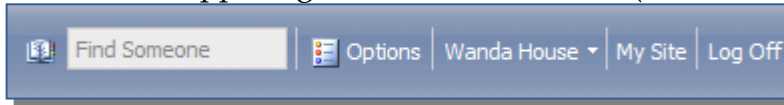


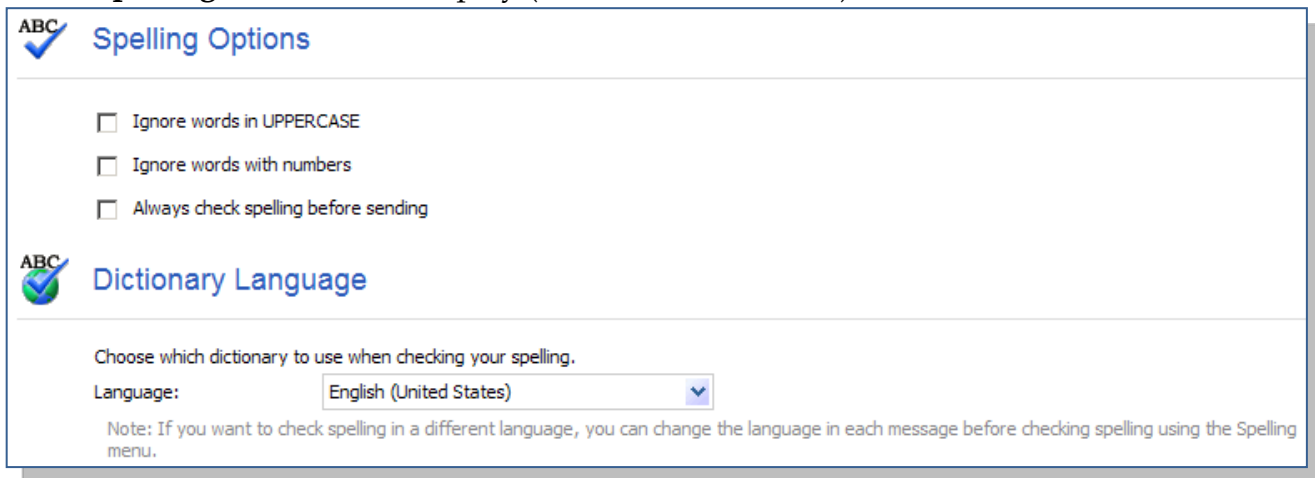
Spelling Options

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 side of the window (see illustration below).



- Click the **Spelling** link on the left side of the window.
- The **Spelling** window will display (see illustration below).

A screenshot of the 'Spelling Options' window. The title bar says 'Spelling Options' with an 'ABC' icon. Below the title bar are three unchecked checkboxes: 'Ignore words in UPPERCASE', 'Ignore words with numbers', and 'Always check spelling before sending'. Below these is a section titled 'Dictionary Language' with an 'ABC' icon. It contains the text 'Choose which dictionary to use when checking your spelling.' and a 'Language:' label followed by a dropdown menu currently set to 'English (United States)'. A note at the bottom states: 'Note: If you want to check spelling in a different language, you can change the language in each message before checking spelling using the Spelling menu.'

- 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 **Choose which dictionary to use when checking your spelling** and then choose the desired language.
- When all the options have been selected, click the **Save** button (see illustration at right).

