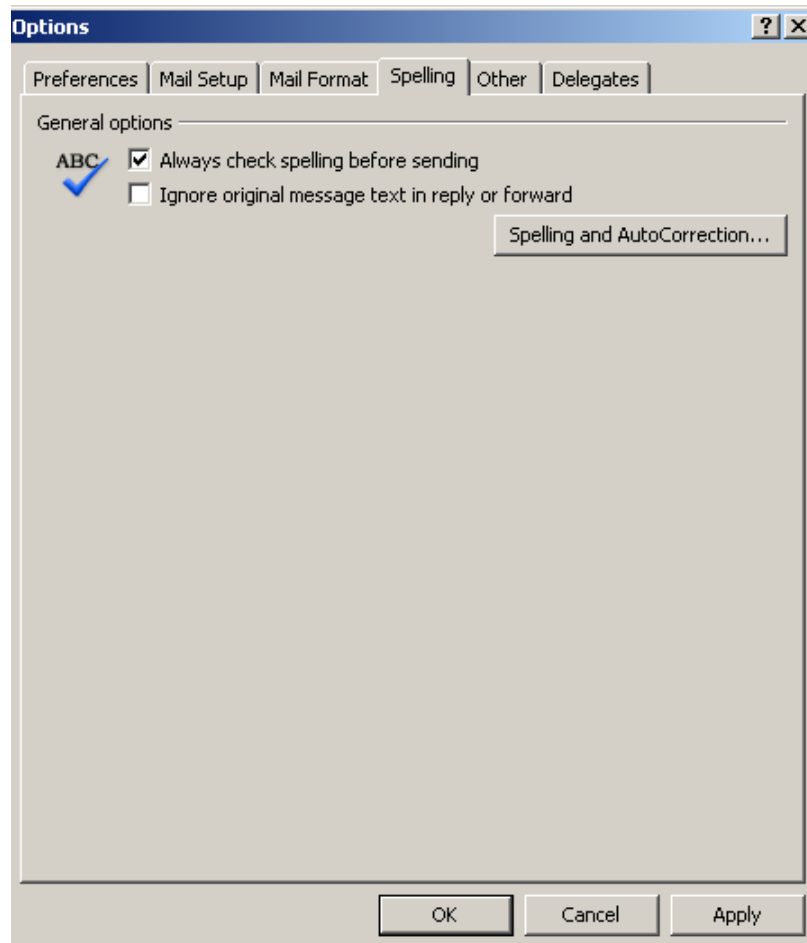


## Prevent Spelling Errors in Your Emails Automatically

We often are sending emails in a hurry and forget to check the spelling in our correspondence. Errors can be prevented by setting up the automatic spell check feature in Microsoft Outlook.

1. Go to **T**ools and then **O**ptions.
2. The following dialogue box will appear and you will want to select the **S**pelling tab.



3. Here you will want to make sure the “**A**lways check spelling before sending” box is checked.
4. Hit **A**pply and then **O**K.
5. You can also explore other options by selecting the “**S**pelling and **A**uto**C**orrection...” button.