Auto Spell Checking

Automatically checking the spelling of your e-mail message when you click the send button is a feature that you will need to activate if you wish to use it. To enable this option, be out of any new e-mail messages and at the Program screen of Outlook, as seen below.

1. **Click Tools** from the Menu bar, and select **Options**...
The *Options* window will appear. Click the **Spelling** tab.

2. Select the *Always check spelling before sending* option so that a check mark is in its box. Then click **OK**.