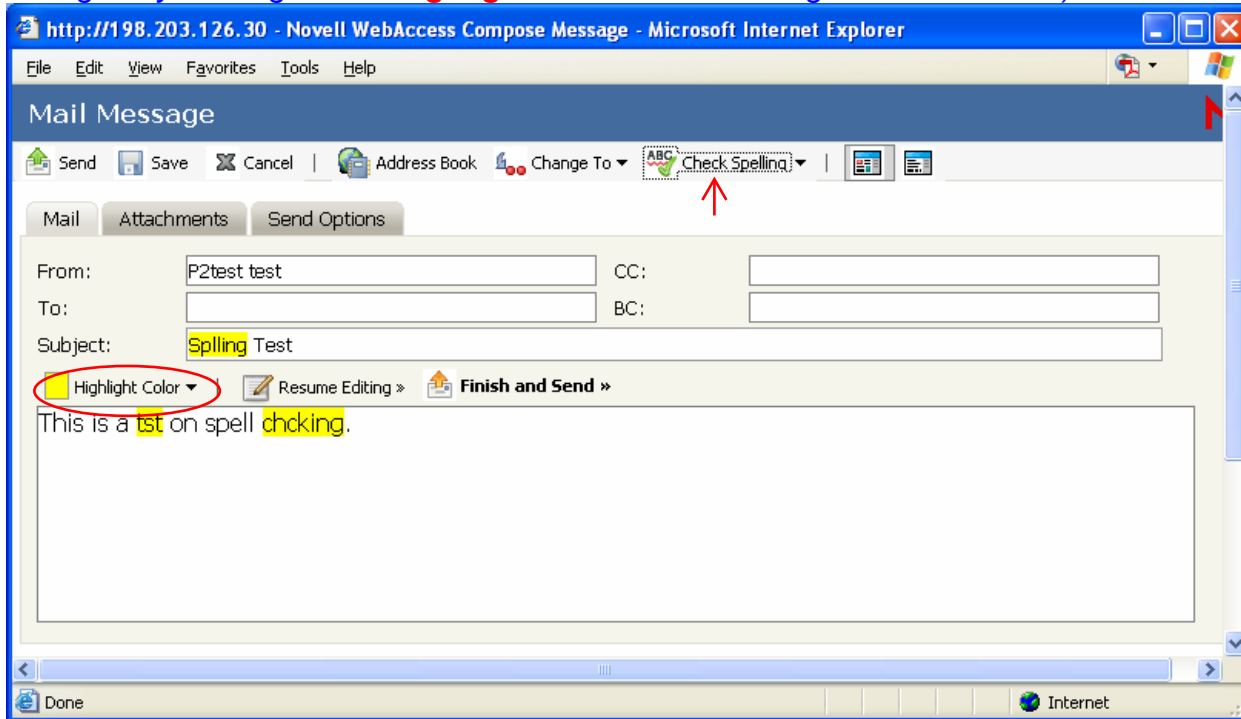


How Do I Use Spell Checking

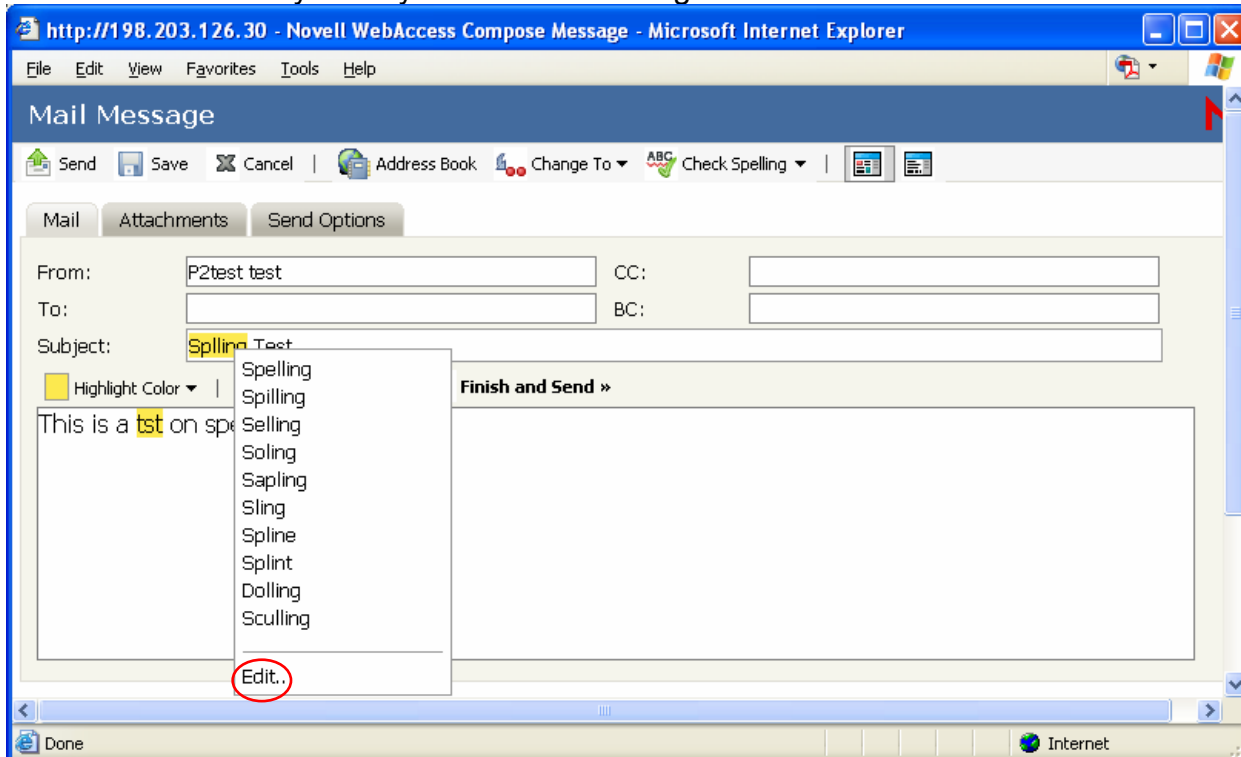
Once a new mail is opened, spell checking can be used at any time. Just click on



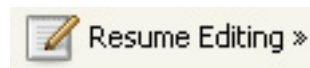
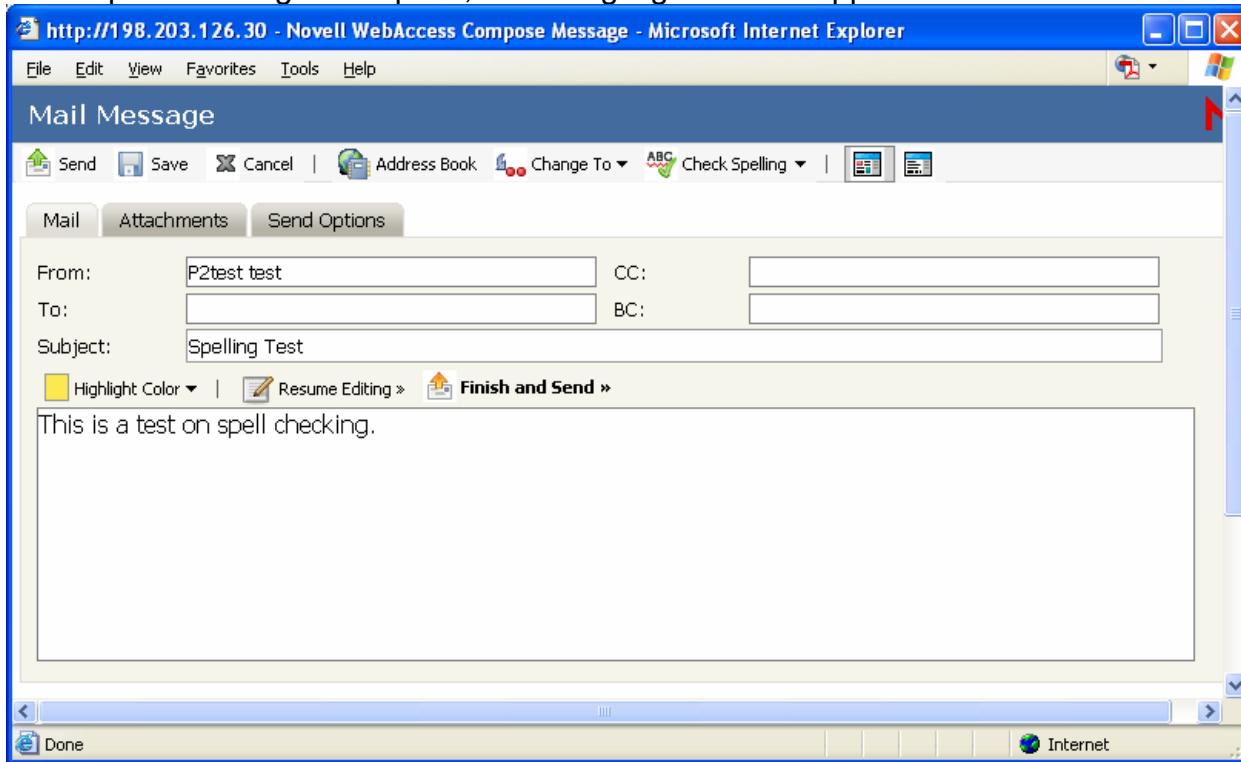
and any misspellings will be highlighted. (Note: The highlight color can be changed by clicking on the **Highlight Color** and choosing a different color.)

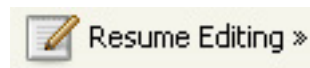


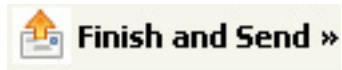
To fix a misspelled word, click on the highlighted word, a list of options will come up, choose the correct spelling. If the correct spelling is **NOT** listed, choose **EDIT** and type in the correct spelling. Then hit ENTER on your keyboard for the changes to be made.



Once spell checking is complete, all the highlights will disappear.



If the email needs to be edited or is not finished click on  and spell checking will close and the email will be able to be edited and sent.



Or if the email is ready to be sent click on 