

How to Spell Check Email

Windows and Macintosh

1. Place the cursor at the beginning of the message
2. Click the “**Spell**” button on the toolbar at the top of the compose email window, or click once on the “**Edit**” and then click once on “**Check Spelling**”.
3. Use the Check Spelling dialog box to correct misspellings and to edit or add words to the current spelling User Dictionary. The following is an explanation of each option in the dialog box.

Recheck Page - Click to recheck the page from the beginning.

Check Word - Click to check the spelling of any word you type in the "Change to" field.

Replace and **Replace All** - Click to replace the word or all instances of the word throughout the document.

Ignore and **Ignore All**: Click to continue checking without changing the word, or all instances of the word.

Add Word: Click to add the word to your Personal Dictionary, so that Messenger will recognize the word instead of highlighting it as a misspelled word.

Edit: Click to add, replace, and remove words that you have added to the Dictionary.

Language: Choose the language that you want the spell checker to use. If you would like to use additional dictionaries, see the documentation titled Adding Foreign Language Dictionaries.

4. Click “**Close**” when you are done.

