Spell Check – Internet Explorer

Webmail's spell checking feature helps correct spelling in a message. The spell checker is a helpful tool, but should not be used alone. Always check your document for mistakes the spell checker cannot correct. The spell checker may select words to replace that are not misspelled (e.g., last names, product names, and foreign words). For each word the spell checker questions, you can choose whether to manually replace it, automatically replace it, or ignore it.

Using the Spell Checker

Checking a document's spelling is always a good idea. The following steps provide information on how to send a spell-checked message.

1. Create the message you want spell-checked
   For information on creating a message, refer to Basic Email Activities.
2. On the toolbar, click CHECK SPELLING
   OR
   Press [F7]
   The spell checking feature marks all unrecognized words with red underlining.
3. If the unrecognized word is a misspelling, delete and retype the word
   OR
   To replace the unrecognized word from a list of suggested words, right click the word » select a suggested correction
4. If the unrecognized word is correct, or if you want to keep the word misspelled
   a. Right click the unrecognized word
      A Quick Menu appears.
   b. To ignore the word, select Ignore
      To ignore all instances of the word, select Ignore All
5. Repeat steps 3 –4 as necessary
6. Click SEND
   The message is sent.

Customizing the Spell Checker

The spell checking feature allows you to customize it slightly (e.g., allowing the user to choose which types of words to ignore). You can access these options through the Options screen.

1. From the toolbar, click OPTIONS
2. From the Options list, select Spelling
   The Spelling options appear.
3. Select your preferences
   EXAMPLE: Select Always check spelling before sending.
4. Click SAVE
   Your changes are saved.