Outlook Email – Formatting/SpellCheck

Format a Message

When you create a new message, you may want to make text more distinctive.

1. Select the text you want to emphasize.
2. On the toolbar, click the appropriate button (i.e. bold, italics, underline)
3. Select Format and choose the appropriate formatting menu option.

Spelling and Grammar

By default, spelling and grammar are automatically checked when you type a message. A wavy **red** underline indicates a possible spelling error. A wavy **green** underline indicates a possible error in grammar. To check both the spelling and grammar of a message:

1. Choose **Tools** → **Spelling** and **Grammar**. The dialog box is displayed. You can also press **F7** key.
2. Click "**Ignore Once**" to skip the current occurrence of the word.
3. Click "**Ignore All**" to skip all occurrences of the word throughout the email.
4. Click "**Add Dictionary**" to keep the word unchanged and add to the user dictionary.
5. Click "**Change**" after you correct the spelling by either entering a different spelling or selecting a word from the Suggestions list.
6. Click "**Change All**" to change the spelling of all instances of the same word throughout the document.
7. If a spelling and grammar error is found and corrected, click **Yes** to continue checking the remainder of the document.
8. Click **OK** to close the message box.