

MS Outlook: Setting Outlook to Spell Check Every Message

If you have set Outlook to use MS Word as your default e-mail editor, then any misspelled word **should** be underlined in red as you type it. If you would like Outlook to run the interactive spell check utility every time you send a message, follow the instructions below.

1. Start Outlook
2. While viewing the Inbox, Click on the menu item *Tools*
3. Select *Options*
4. Click on the *Spelling* tab.
5. Check the box *Always check spelling before sending*. You may or may not want to consider the other options here as you wish.

