



Sonya's Tech Tip of the Week

Microsoft Outlook 2007 Outlook

In the name of professionalism, this week I am going to show you how to make sure that all of your emails are automatically spellchecked.

Go to your mail in Outlook and choose **Tools**, then at the bottom, choose **Options**. Click on the **Spelling** tab. Check the box that says, **Always check spelling before sending**. Then make sure you choose Apply and OK. From now on, your emails will be spellchecked before they are sent!

