



SPELL-CHECKER IN WINDOWS 10

Please see [Tips for Microsoft 365](#).

1. In the search bar located on the bottom left corner of your screen, type “**spell**” to search for a spell-checker app within Windows 10.
2. **Highlight misspelled words** app will be highlighted.
3. Click on the app and “**Devices**” dialog box will open.
4. Under the “**Typing**” header, make sure that **Autocorrect misspelled words** and **Highlight misspelled words** are **On**.

SPELL-CHECKER OUTLOOK 2016/2019 DESKTOP APP

1. For your Outlook 2016/2019 desktop app, click on the **File** tab > **Options**.
2. The “**Outlook Options**” dialog box will open.
3. On the left navigation column, click on **Mail**.
4. Scroll down to the “**Compose messages**” header.
5. Make sure that **Always check spelling before sending** is selected, and that will check for your spelling/auto-correct before sending a message.

SPELL-CHECKER OUTLOOK 365 WEB APP

Your Outlook 365 web app recognizes when a word is misspelled, and underlines it in red. You can right-click on the misspelled word to choose from a list of words to replace the misspelled word.