Check Spelling

It’s a best practice to check the spelling of email. The spell check tool is built right into the email composition window.

In the Inbox, the **Spell Check Icon** is located at the bottom right corner of the composition window. To begin, click on the icon.

The Spell Checker window will open.

1. Each word in question will be highlighted, with options to **Ignore** it or **Replace** it.

2. Once all the words have been checked click **OK** to return to the composition window.

The Spell Check feature can be accessed at any time from the composition window.