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TUTORIAL:
HOW TO SPELL CHECK E-MAIL MESSAGES
Using Outlook Express 6 in Windows XP Home Edition

NOTE: To use the spell check feature in Outlook Express, you need to have another Microsoft software product—such as Microsoft Word, Excel, Works, etc.—installed on your computer because the spell check engine isn't otherwise accessible. If your spell check feature is disabled, use the information at the bottom of this page to get it working.

STEP 1. With a message open, click on the "Spelling" button on the toolbar.
STEP 2. In the "Spelling" window, click the "Ignore" button if you want to leave the word that is in the "Not In Dictionary" box unchanged. Or click "Ignore All" if you want to ignore every instance of that word in your e-mail.
STEP 3. If you want to correct a word, either select a word from the listed suggestions or type the correctly spelled word into the "Change To" box. Then click the "Change" button to fix the word. Or click "Change All" to change every instance of that word in your e-mail.
STEP 4. Ignore and change words until you're finished. Click "OK."

HOW TO AUTOMATICALLY SPELL CHECK MESSAGES
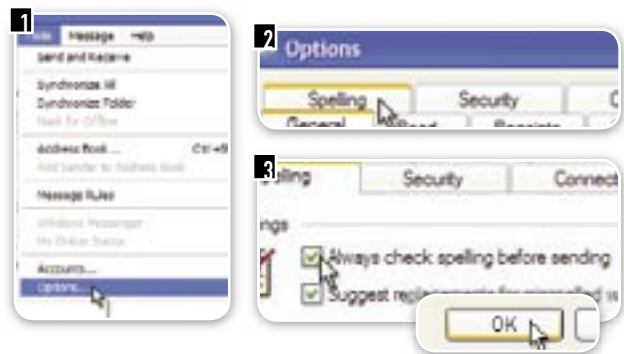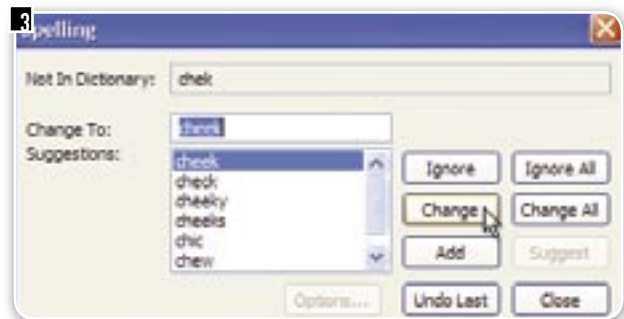*Using Outlook Express 6 in Windows XP Home Edition*

STEP 1. With Outlook Express open, click on "Tools" on the menu bar. Select "Options" from the drop-down menu.
STEP 2. Click on the "Spelling" tab.
STEP 3. Check the box marked "Always check spelling before sending" and then click the "OK" button.
STEP 4. The next time you compose a message and click the "Send" button, your spelling will automatically be checked.

ENABLING SPELL CHECK FOR OUTLOOK EXPRESS
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If you don't have certain Microsoft programs installed on your hard drive, your Outlook Express spell checking feature may be disabled. As an alternative to buying Word or another Microsoft program that adds spell check capabilities, you can try one of the following applications.

• **SpellChecker for OE 2.1** (FREE) - A free program which adds spell check to Outlook Express. **http://www.geocities.com/vampirefo/**

• **Isota ABCSpell for Outlook Express** ($14.95) - ABCSpell adds a spell checker, a thesaurus, and a few other spelling related features to Outlook Express. **http://www.isota.com/product/8_3.asp**

• **SpellCatcher Plus** ($29.95-$39.95) - Adds spell checking as you type for all your Windows applications. **http://www.rainmakerinc.com/products/spellcatcherplus/**

• **As-U-Type** ($39.95) - Spell check anything in any Windows applications, including Web browsers … which means you can spell check your webmail too. **http://www.tech-pro.net/as-u-type.html**

You can also try searching for "Windows spell check" to find more spell checking solutions. And, if you're an advanced Windows XP user, you can try the solution posted at **http://www.tech-pro.net/howto_010.html**.