

# Tips & Tricks



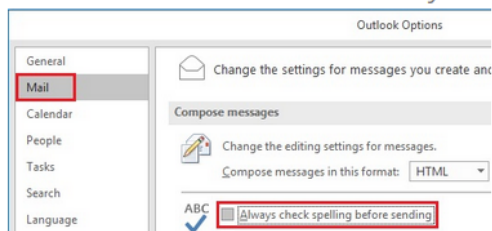
## How to automatically spellcheck your email subject line in Outlook

In the last week or so, I've received a couple of emails that have had a typo in the subject line.

The more recent versions of Outlook have the spellchecker turned on in the body of the message so spelling and grammar errors are identified as you type. This makes them easy to find and fix.

If you want Outlook to also automatically spell check the subject line, here's a useful option:

1. File tab, Options command
2. Select Mail in the navigation pane on the left
3. Select the check box next to *Always check spelling before sending*



4. Click on OK

Any questions, please let us know.

Please feel free to forward this tip onto your contacts/colleagues/friends.