**Microsoft Office settings**

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| **Microsoft Word** | ** (completed automatically)** |
| **Microsoft Outlook** | **... (see below)** |

**Do you use Microsoft Outlook?**

* **No** – you’re all done – please close this document.
* **Yes** – please change the following setting in Outlook:

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| **1)**  In Outlook, click 'File' then 'Options' | **Outlook 2016/2013** | **Outlook 2010** | **Outlook 2007**  (scroll down) |
| **2)**  Navigate to the 'Mail' tab and click 'Spelling and Autocorrect' |  | | |
| **3)**  Navigate to the 'Proofing' tab and click 'Autocorrect Options' |  | | |
| **4)**  **Uncheck** 'Automatically use suggestions from the spelling checker'  (If this option is greyed-out then you don't need to change anything) |  | | |

**Microsoft Outlook 2007**

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| **1)**  Click 'Tools' then click 'Options' |  |
| **2)**  Navigate to the 'Spelling' tab and click 'Spelling and AutoCorrection' |  |
| **3)**  Navigate to the 'Proofing' tab and click 'Autocorrect Options' |  |
| **4)**  **Uncheck** 'Automatically use suggestions from the spelling checker'  (If this option is greyed-out then you don't need to change anything) |  |