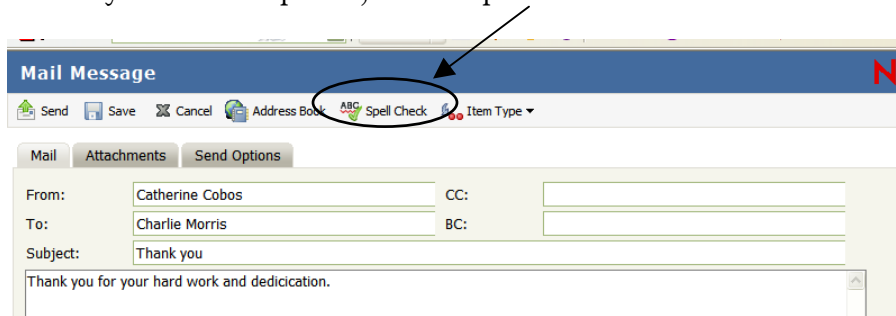


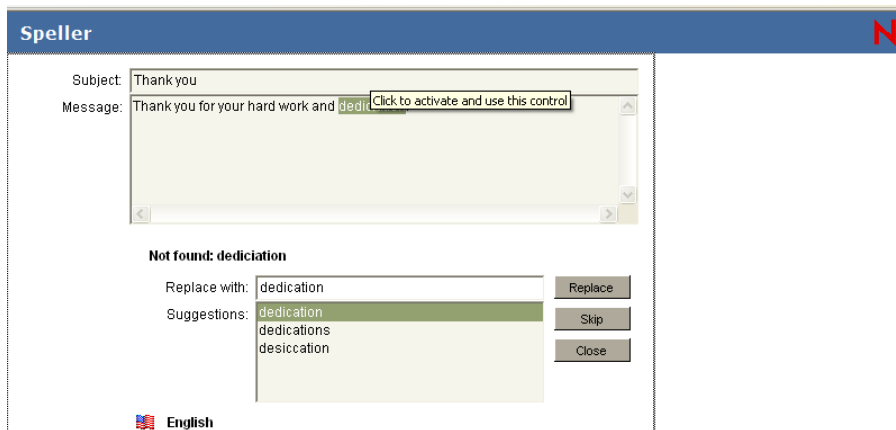
Groupwise

How do I use Spell Check?

1. Logon to Groupwise. Open a new email. Type in the To: and Subject: field. Type email body. When completed, hit the Spell Check button.



2. The Spell Check will review all words and highlight words that are misspelled.



3. For each misspelled word, you have a choice of Replacing the word with one of the words listed under Suggestions, Skipping the word, or Closing the Speller program and returning to your email.
4. To replace a word, find the correct spelling under Suggestions, highlight it, and hit the Replace button. Hit the Close button to return to your email.

