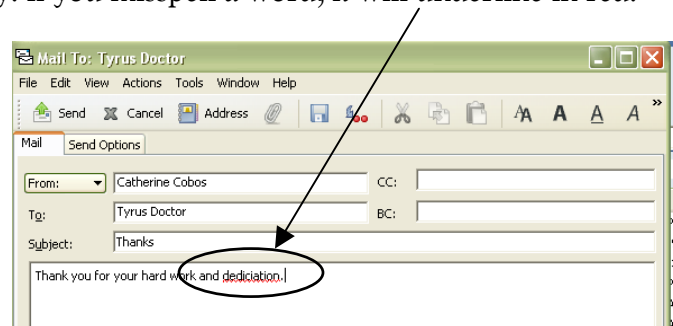


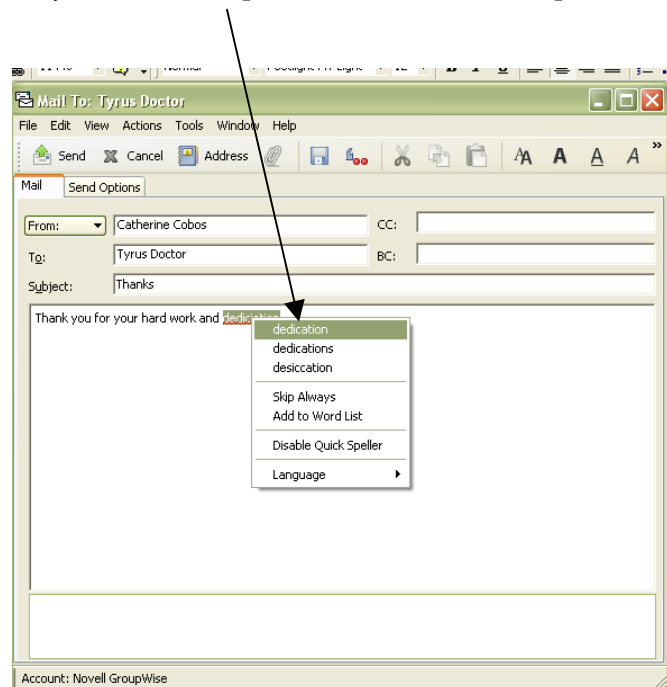
Groupwise

How do I use Spell Check?

1. Logon to Groupwise. Open a new email. Type in the To: and Subject: field. Type email body. If you misspell a word, it will underline in red.



2. Right click on the underlined word and spelling options will appear. Click on the word that you want to replace it with and it will place the new word in the email.



3. Follow step 2 for each word that is underlined.