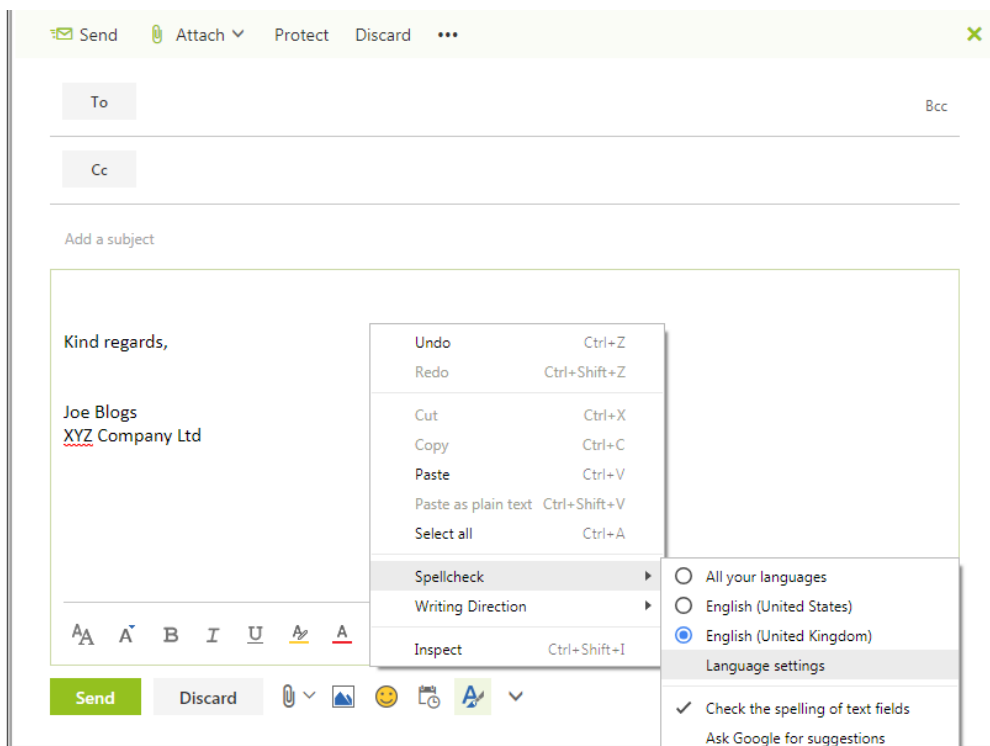


How to change your email spellcheck in Office 365

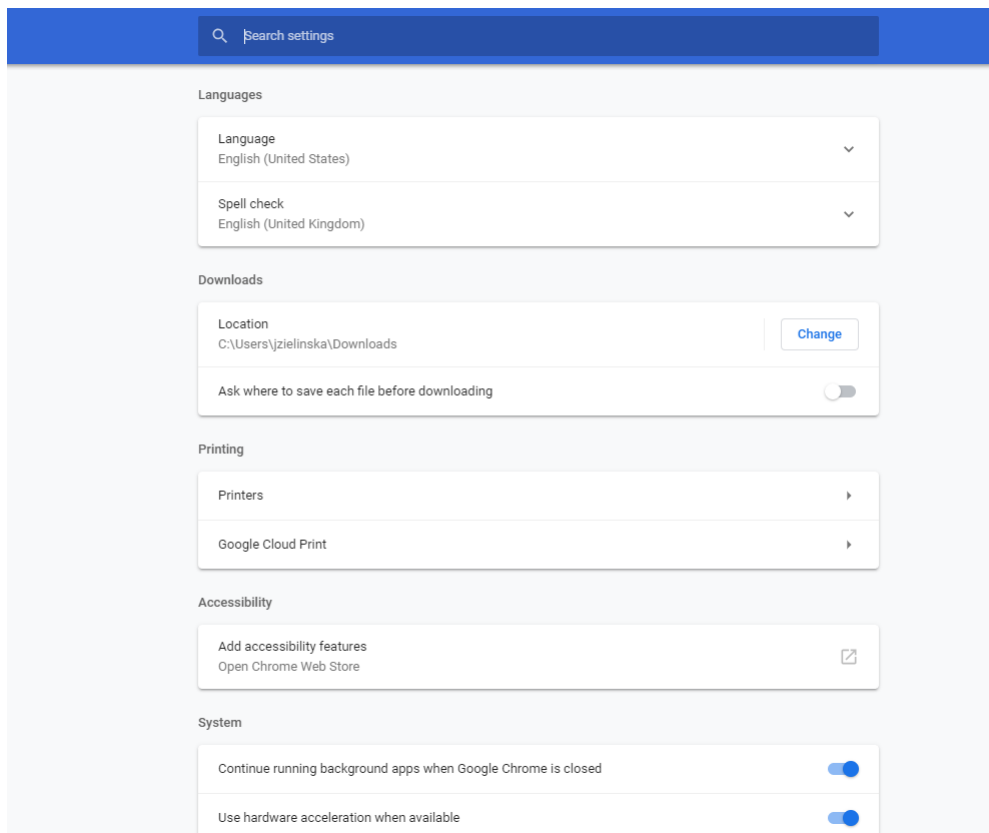
Created – April 2018
Author – Nikki Chapple
Modified – June 2019
Technical Difficulty – 🌶️

If you want to change the spellcheck for your emails in Office 365 you need follow the steps below:

1. Log into Office 365.
2. Go to your **Outlook** and open a blank email.
3. Right-click within the blank email and find the **Spellcheck** option.
4. Select **Language Settings**.

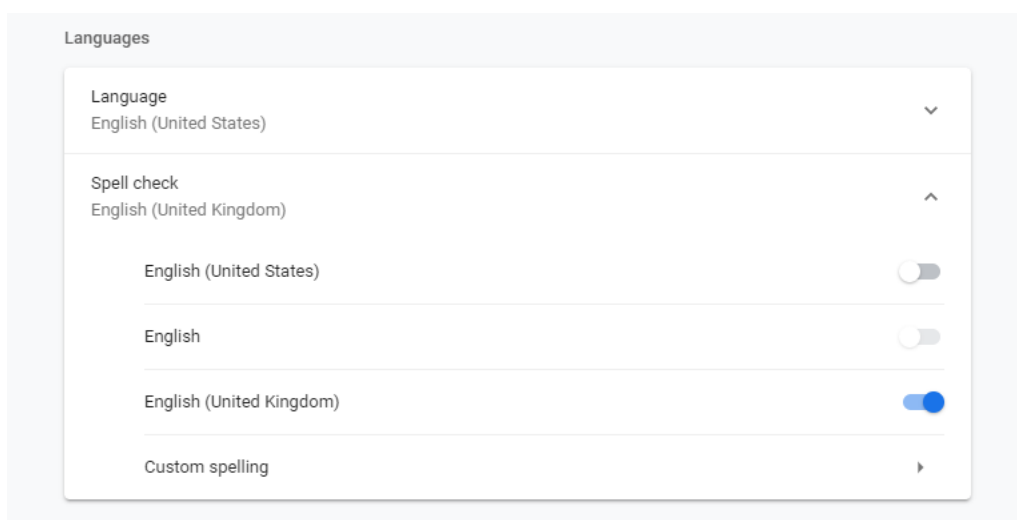


5. The following window will open.



6. Click on **Language** and then on **Add Language** to choose the language you want to set as a default language.

7. Click on **Spell check** and switch on the language you want to set (in this example English (United Kingdom) has been turned on and English (United States) has been turned off).



8. There isn't a **Save** button to use however your changes have been saved.