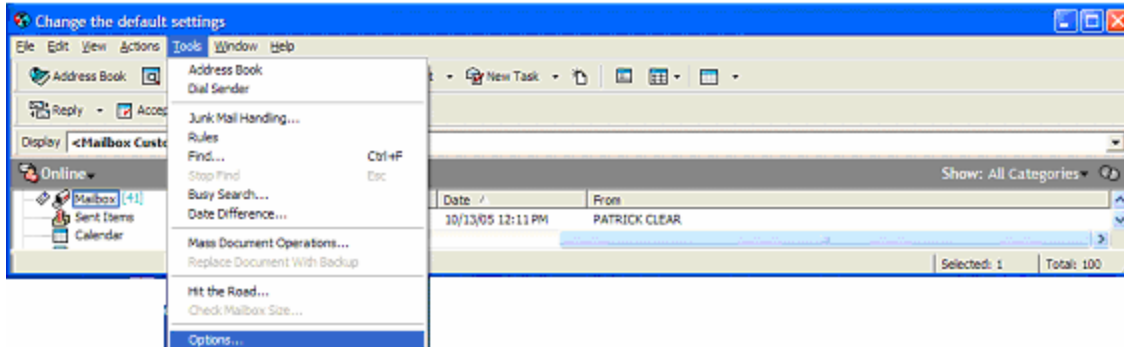


GroupWise Tip #1 - Spell-Checking Items Automatically

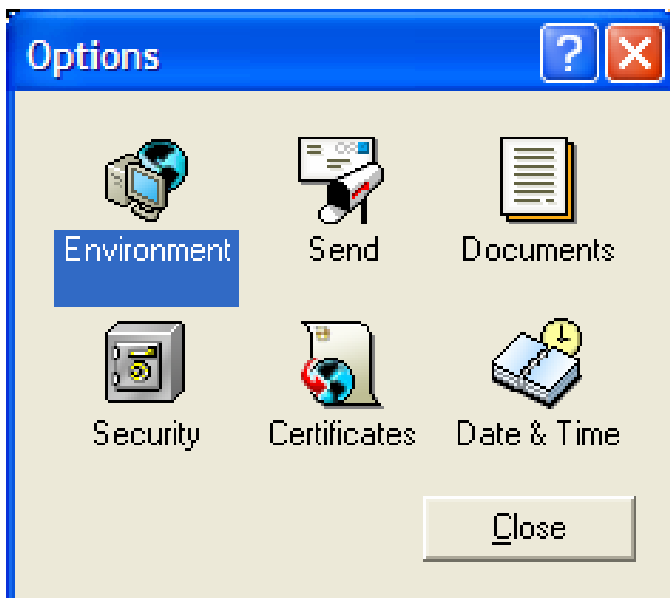
In GroupWise you can spell-check items automatically every time you click Send.

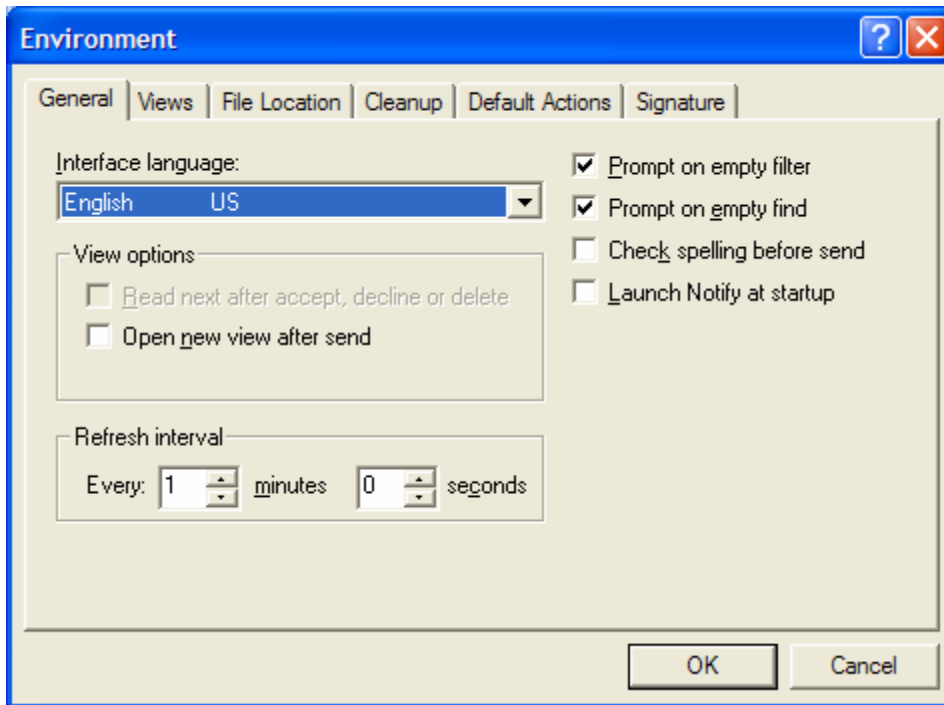
To set up automatic spell-checking before an item is sent:

Open GroupWise, click Tools, and click Options.

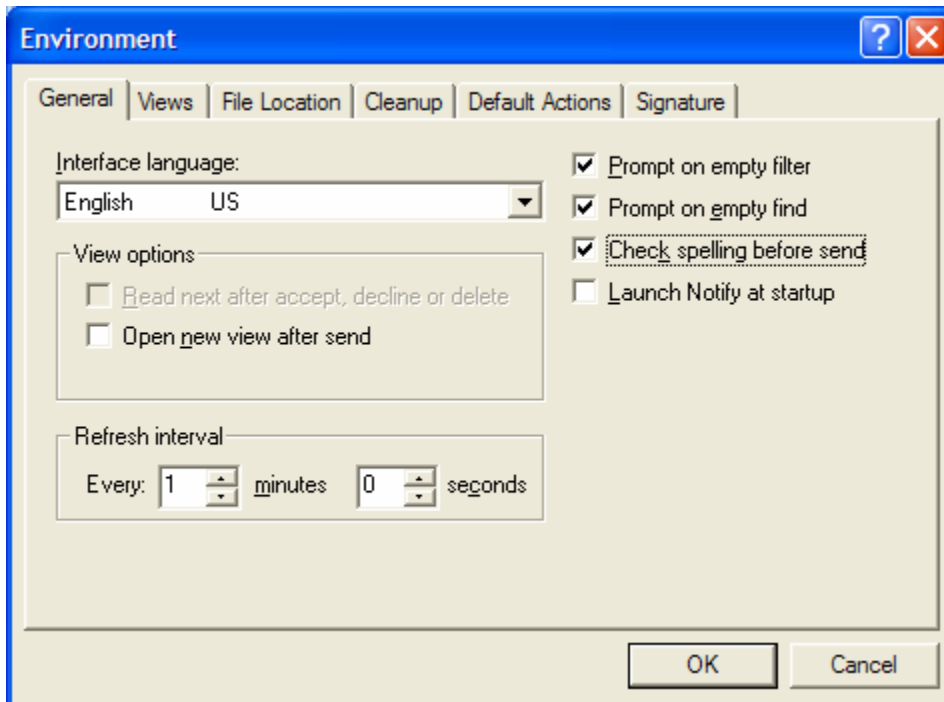


From the Options dialog box double click Environment.





On the General tab, click Check Spelling Before Send.



Click OK.

When you send an e-mail, GroupWise will automatically check your spelling.