Outlook Inclusive Language Setting

The setting in Outlook means you can enable checks for inclusive language when spell check runs for your emails.

Here is how to enable it:

1. In a new email, go to 'Review', then select 'Spelling & Grammar' (you might have to misspell a word in the body of your email to get the pop-up)

File	Message	Inse	rt Opi	tions Fe	ormat Text	Review	Grammarly
ABC Spelling & Gramma	& Thesaurus	ABC 123 Word Count	Smart Lookup	Translate	A字 Language		
۳ Send	To				Judge		
	Cc						
	Subject						
Ffdsds							

2. Select 'Options...' in the pop-up window

Spelling and Grammar: English (United Kingdom)		?	×
Not in Dictionary:			
Ffdsds	^	<u>U</u> ndo Edit	
		lgnore A	
	~		
Suggestions:			
(No Spelling Suggestions)	^	Change	
		Change A	٩ļI
	\sim	AutoCorre	ect
Check grammar			
Options Undo		Cancel	

3. Select 'Proofing' from the left side menu, then enable 'Mark grammar errors as you type', then select 'Settings...' beside Writing Style



4. Under Style (scroll almost to the bottom of the list), enable 'Gender-specific words', then select 'OK'



Spellcheck will now run for inclusive language. Example of the change:

