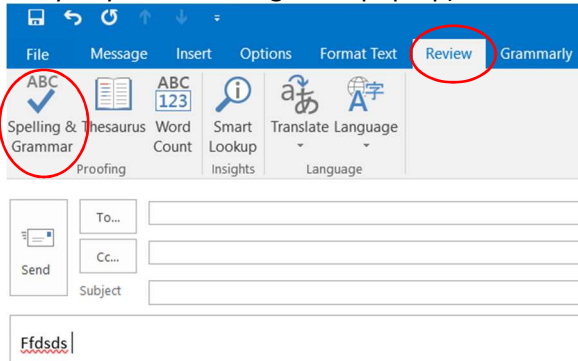


Outlook Inclusive Language Setting

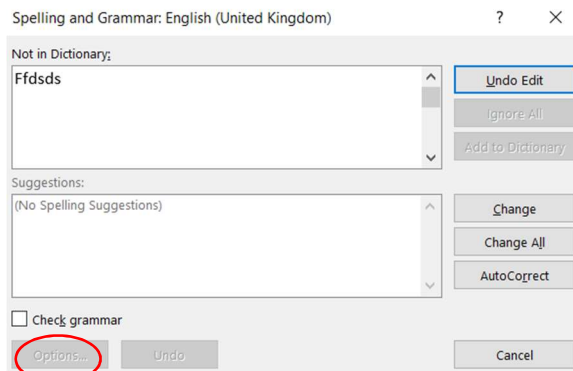
The setting in Outlook means you can enable checks for inclusive language when spell check runs for your emails.

Here is how to enable it:

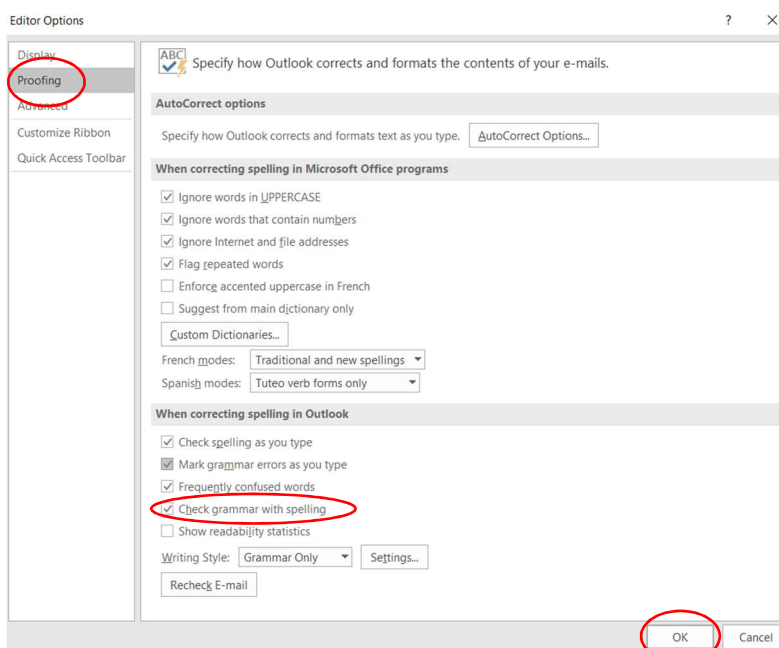
1. In a new email, go to 'Review', then select 'Spelling & Grammar' (you might have to misspell a word in the body of your email to get the pop-up)



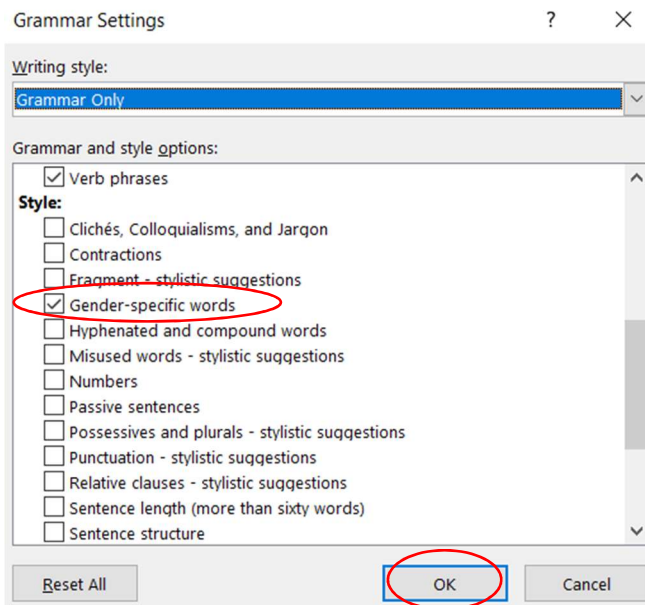
2. Select 'Options...' in the pop-up window



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:

