

# Using and Customizing Auto-Correct in Outlook 2010

To customize your **Auto-correct** settings go to **File > Options**

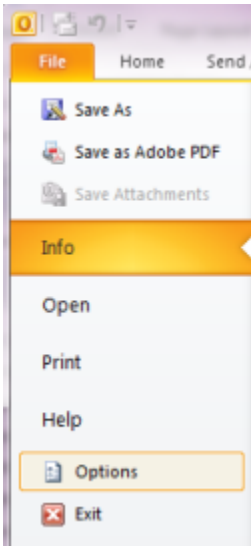


Figure 1: File, Options

Navigate to the **Mail > Spelling and Auto-correct** button

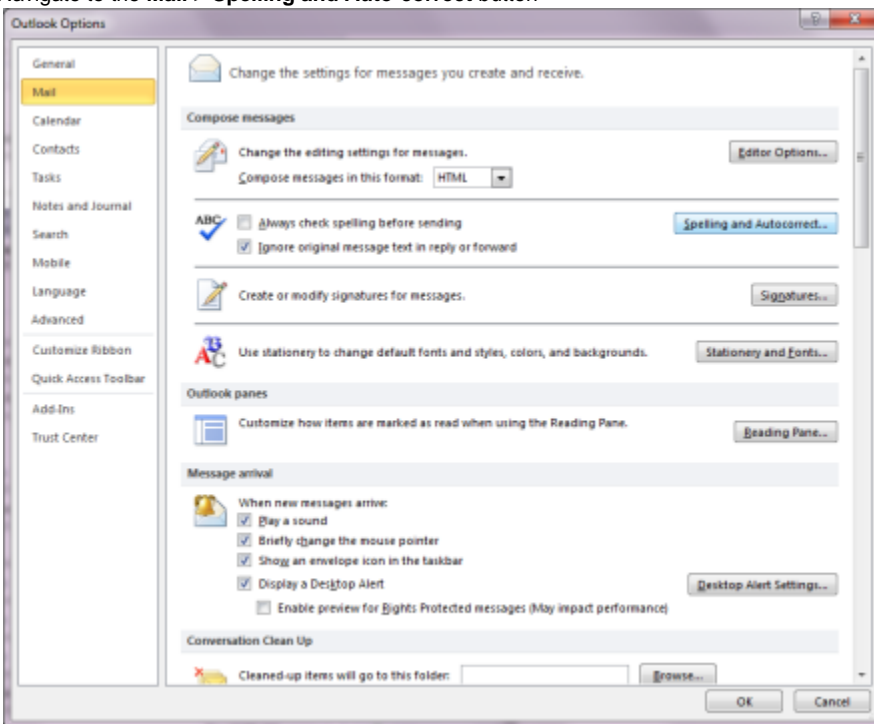


Figure 2: Outlook options dialog

Select **Auto-correct Options**. Note: There are several other Proofing options on this screen. Please take note and adjust should you desire.

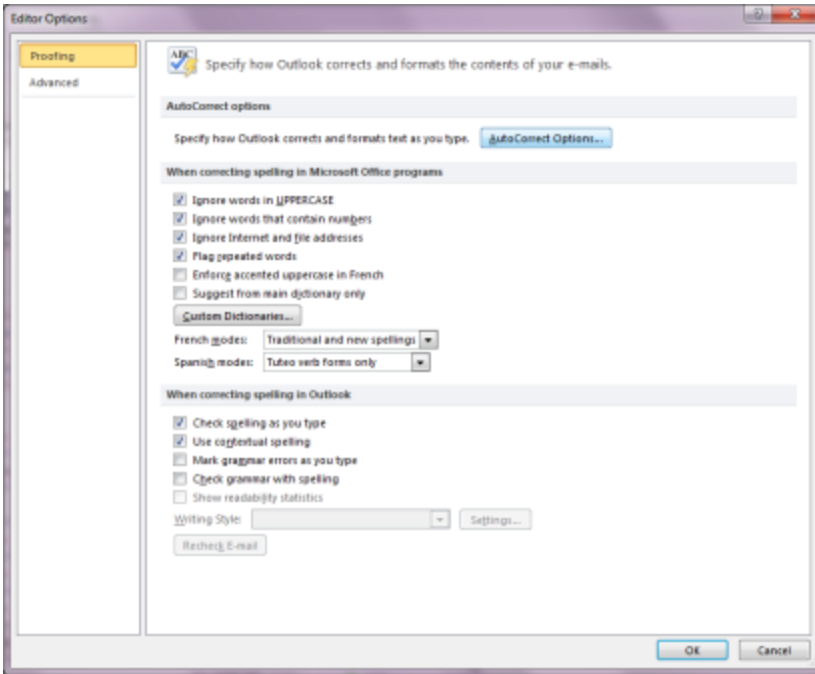


Figure 3: Outlook options dialog

You will be presented with the **Auto-correct** settings.

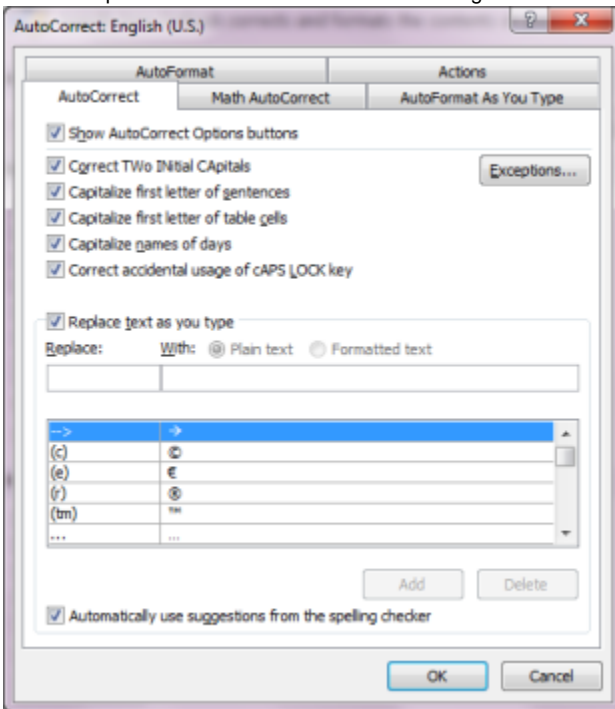


Figure 4: Auto-correct options

For this example we will opt to replace msg with message. This will enable to use this abbreviation when composing a message, and allow Outlook to fill in the entire word for us.

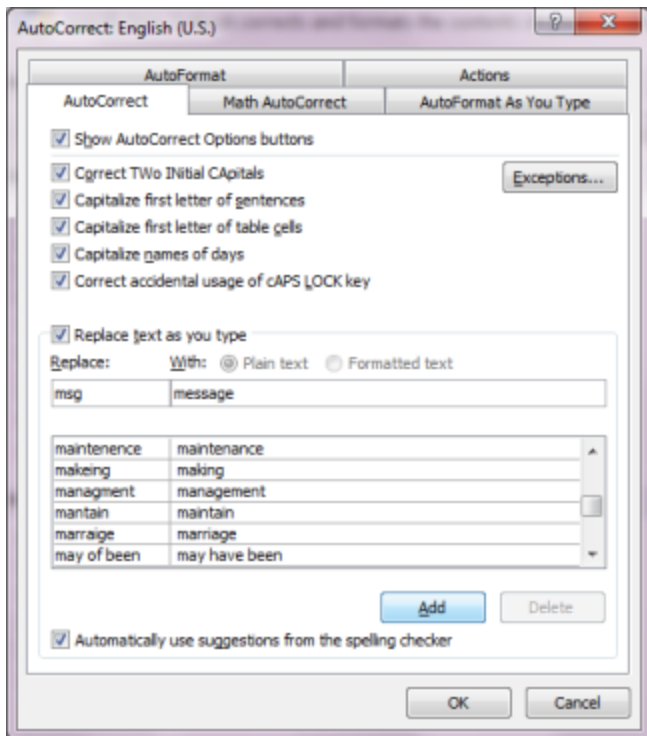


Figure 5: Auto-correct options