

## **AutoComplete in Outlook**

- 1. Start with creating a new email and adding all the repeatable content to the body of the message.
- 2. Select all the text. (Ctrl A)
- 3. Click the File tab in the ribbon and then choose Options from the lower left of the backstage.
- 4. In the Options window select the Email category on the left, if necessary.
- 5. Click the Editor Options button in the upper right of the window.

General	Change the settings for messages you create and receive.	
Mail		
Calendar	Compose messages	
People	A Change the editing settings for messages.	Editor Options
Tasks	Compose messages in this format: HTML ~	
Search	Show text predictions while typing 💿	
anguage	ales Charles and the second	
ccessibility	abc Always check spelling before sending	Spelling and Autocorrect
dvanced	Ignore original message text in reply or forward	
ustomize Ribbon	Create or modify signatures for messages.	Signatures
uick Access Toolbar		
Add-ins	$A^a$ Use stationery to change default fonts and styles, colors, and backgrounds.	Stationery and Eonts

- 6. In the Editor Options window, select the Proofing category on the left.
- 7. Click the AutoCorrect Options button in the upper right.



- 8. The selected text should be displayed in the With field. You can choose to use the formatting or not by using the radio buttons above the Replace and With fields.
- 9. In the Replace field, type in the acronym you would like to use to enter the text in the With field.

	AutoFormat	Actions
AutoCorre	ct Math AutoCorrect	AutoFormat As You Type
Show Aut	toCorrect Options buttons	
Correct T	Wo INitial CApitals	Exceptions
Capitalize	first letter of sentences	
Canitalian	Gent latter of table calls	
	inscretter of table cens	
Capitalize	names of days	
and the second se		
Correct ad	ccidental usage of cAPS LOCK key	
Correct ac	ccidental usage of cAPS LOCK key	
Correct ac	ccidental usage of cAPS LOCK key	
Correct ac Replace to Replace:	ccidental usage of cAPS LOCK key ext as you type With:  Plain text Format	led text
Correct ac Replace to Replace:	ccidental usage of cAPS LOCK key ext as you type With: Plain text O Format	ted text
Correct ac Replace to Replace:	ccidental usage of cAPS LOCK key ext as you type <u>W</u> ith:  Plain text  Format	ted text
Correct ac Replace to Replace:	ccidental usage of CAPS LOCK key ext as you type With:	ted text
Correct ac Replace to Replace:	ccidental usage of cAPS <u>L</u> OCK key ext as you type <u>Wi</u> th:	ted text
Correct ac Replace to Replace:	ccidental usage of cAPS LOCK key ext as you type With:  Plain text Format	ted text
Correct ac Replace to Replace:	ccidental usage of cAPS LOCK key ext as you type 	ted text
Correct as     Replace to     Replace:     [     [     [     [     [     [     [     [     [     [     [     [     [ ]	ccidental usage of cAPS LOCK key ext as you type With:  Plain text Format C C C C C C C C C C C C C C C C C C	led text
Correct ac     Replace to     Replace:     (     (     (     (     (     (     (     (     (     (     (     (     (     (     (     (     (     (     (     )     (     (     )     (     (     )     (     )     (     )	ext as you type ext as you type With: @ Plain text	ted text
Correct as Replace to Replace: ( ( ( ( ( ( ( ( ( ( ( ( (	external usage of cAPS LOCK key ext as you type With:  Plain text Format	ted text

- a. Use acronyms that are easily remembered and descriptive.
- b. Tap the Add button.



- 10. Add as many AutoCorrects as needed.
- 11. Click the OK buttons until you have exited all the options windows.

To use AutoCorrect, simply type in your acronym and tap Enter.