

## G6 – Spell Check

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**Goals:** To provide Staff with the necessary tools to utilize the First Class system for Mail and Messaging,

**Essential Question:** How can First Class mail and messaging be utilized to maximize efficiencies and support staff?

**Enduring Understanding:** Using technology to simplify communications and provide forum for discussion among all district staff for the Salem Public Schools.

**Aligns with Standards / Frameworks:**

**ISTE – Educational Technology Standards for Teachers**

5. Engage in Professional Growth and Leadership

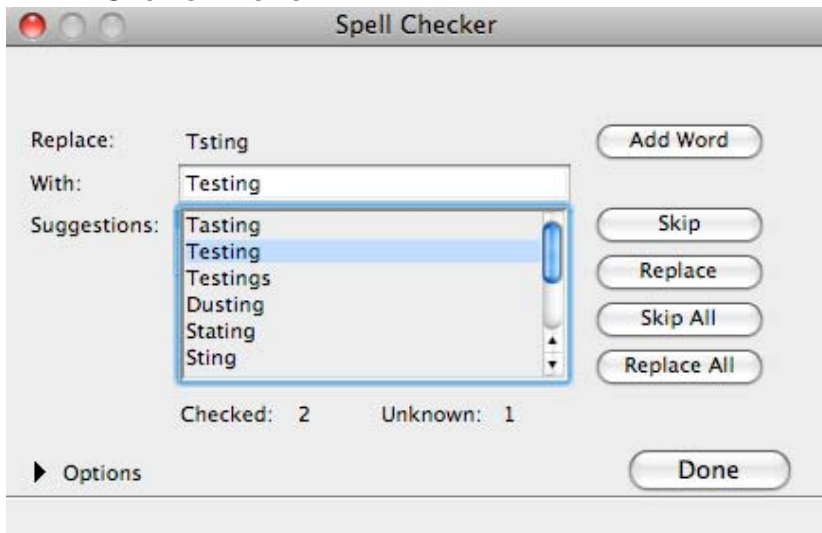
### Spell Check: Using Spell Check when sending a message

#### Spell Check:

- Type your message or response
- Click the **Check Spelling** icon.



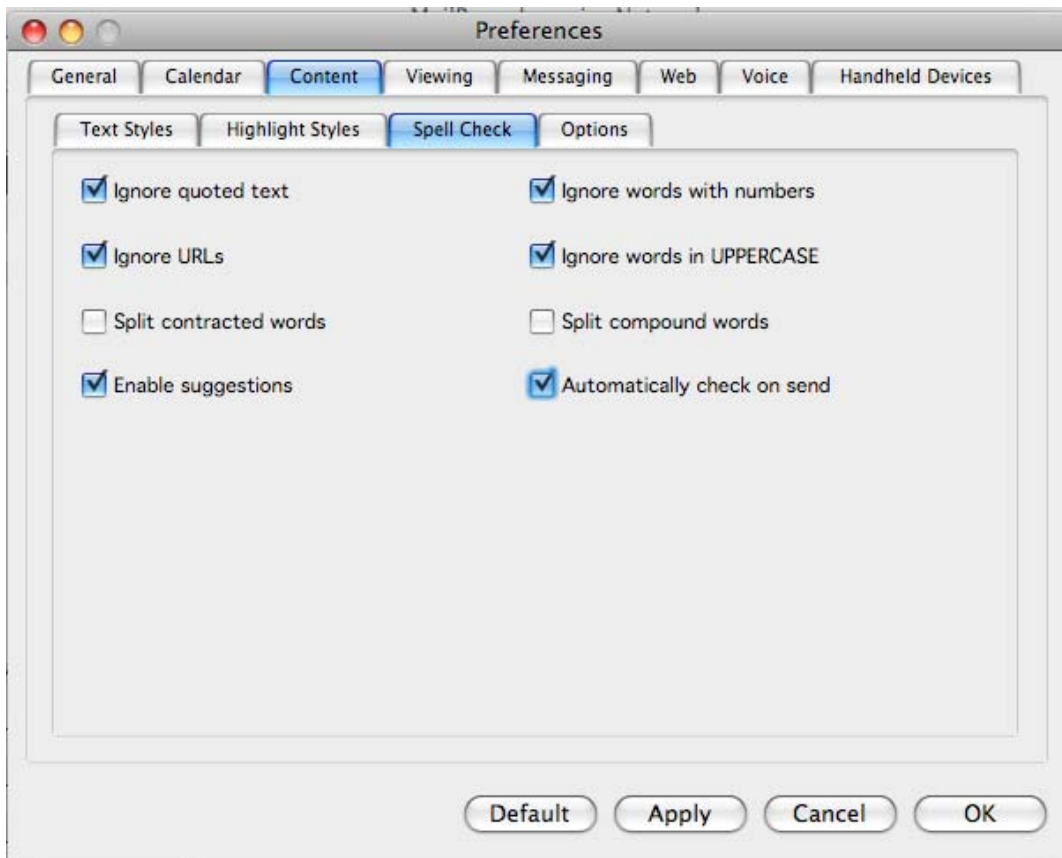
- Click on or type in the correct spelling and click **Replace**
- Click on **Done**



## Spell Check: Setting Automatic Spell Check

### Spell Check:

- Go to **FirstClass > Preferences**.
- Click the **Content** tab.
- Click the **Spell Check** tab.
- Click in the box next to '**Automatically check on send**'.
- Click **Apply**
- Click **OK** to exit.



### RESOURCES / MATERIALS NEEDED

<http://www.learningnetworks.com/pages/fcr/genuser/mailandmessage?textPage=1>

<http://www.user.firstclass.com/~slynch/?OpenItemURL+S04A3BF0B-04A3C0BE>