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Outlook 2016 Add Custom Words to Dictionary

CADTech Student Employee - 2022-04-14 - Troubleshooting Guides

If trying to add custom words to Office 2016 in Outlook, but it is grayed out:

	Сс	
Sub	ject	
Abcdef		
	Abide	
	Abode	
	Abided	
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	Abdel	
	Ignore All	
	Add to Dictionary	
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1. In Outlook, select "File", then choose "Options".

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Info	Untitled
Save Save As Save Attachments	Restrict permissions to this item Set up restrictions for this item. For example, you may be able to restrict recipients from forwarding the e-mail message to other people.
Print Close	Move item to a different folder Move to Folder *
Office Account Options	Properties Set and view advanced options and properties for this item.
	Properties

- 2. Select "Mail" in the left pane.
- 3. Select "Spelling and Autocorrect..." button.

Outlook Options			?	×
General Mail	Change the settings for messages you create and receive.			^
Calendar Compos	se messages			
People	Change the editing settings for messages.	Editor Opt	tions	
Tasks	Compose messages in this format: HTML			
Language ABC	Always check spelling before sending	pelling and Autoco	rrect	
Advanced	✓ Ignore original message text in reply or forward			
Customize Ribbon Quick Access Toolbar	Create or modify signatures for messages.	Signat	tures	
Add-ins Trust Center	Use stationery to change default fonts and styles, colors, and backgrounds.	Stationery and <u>F</u>	onts	
Outlool	k panes			
	Customize how items are marked as read when using the Reading Pane.	<u>R</u> eading I	Pane	
Messag	e arrival			
(When new messages arrive: Play a sound			
	Briefly change the mouse pointer			
	✓ Show an envelope icon in the taskbar ✓ Display a Decision Alert			
	Enable preview for Rights Protected messages (May impact performance)			
Convor	ration Close Un			
Convers	sation clean op			-
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- 4. Select "Proofing".
- 5. Select the "Custom Dictionaries..." button.

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Display	ABC Specify how Outlook corrects and formats the contents of your e-mails.			
Advanced	AutoCorrect options			
Customize Ribbon	Specify how Outlook corrects and formats text as you type. <u>AutoCorrect Options</u>			
Quick Access Toolbar	When correcting spelling in Microsoft Office programs			
	✓ Ignore words in <u>U</u> PPERCASE			
	✓ Ignore words that contain numbers			
	✓ Ignore Internet and <u>fi</u> le addresses			
	✓ Flag repeated words			
	Enforce accented uppercase in French			
	Suggest from main dictionary only			
	<u>C</u> ustom Dictionaries			
	French <u>m</u> odes: Traditional and new spellings 🔻			
	Spanis <u>h</u> modes: Tuteo verb forms only			
	When correcting spelling in Outlook			
	✓ Check spelling as you type			
	Mark grammar errors as you type			
	✓ Freque <u>n</u> tly confused words			
	Check grammar with spelling			
	Show readability statistics			
	Writing Style: Grammar Only			
	Rechec <u>k</u> E-mail			
	OK Cancel			

- 6. Set "CUSTOM.DIC" as the default.
- 7. Ensure the "Dictionary Language" is set to the language you wish to use. Make sure it is the same as the "System Default Language".
- 8. Add to Dictionary should now be available

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