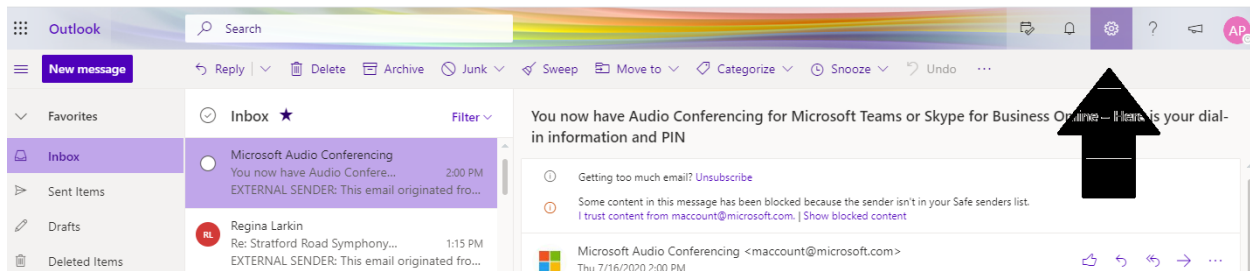


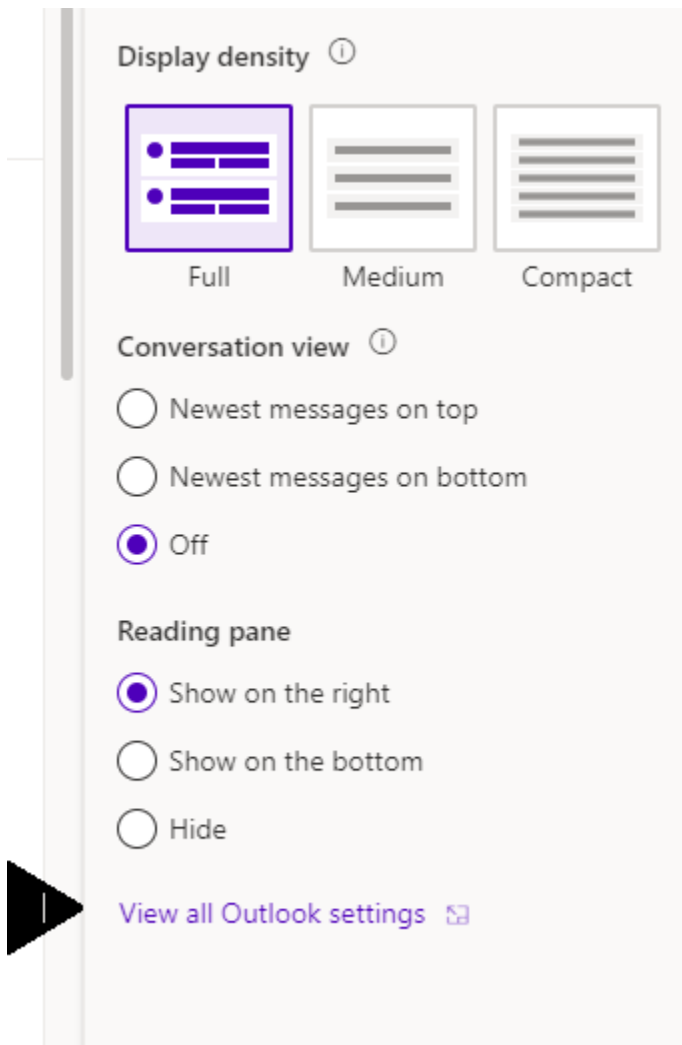
How to Disable Text Prediction in E-Mail

Step 1: Logon to your district email from a computer or other device.

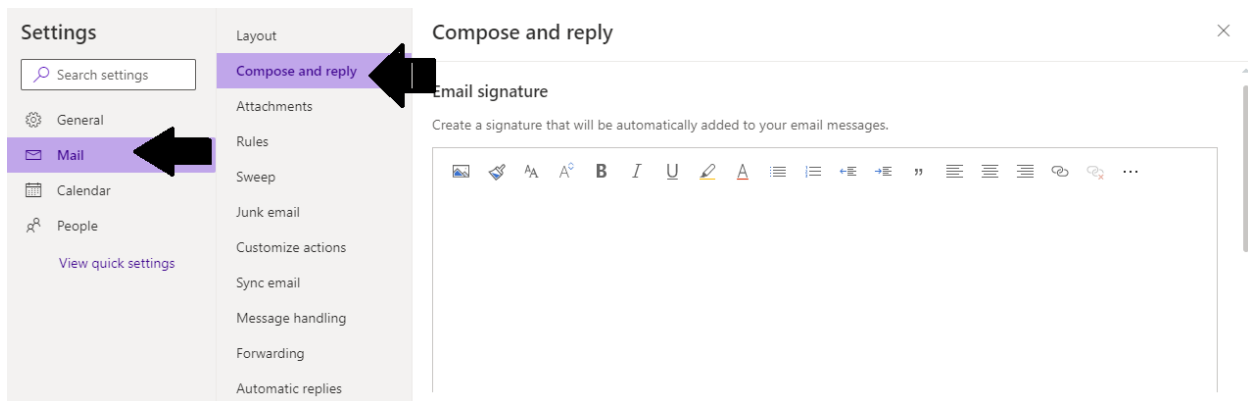
Step 2: In the top right hand corner click on the gear shift icon.



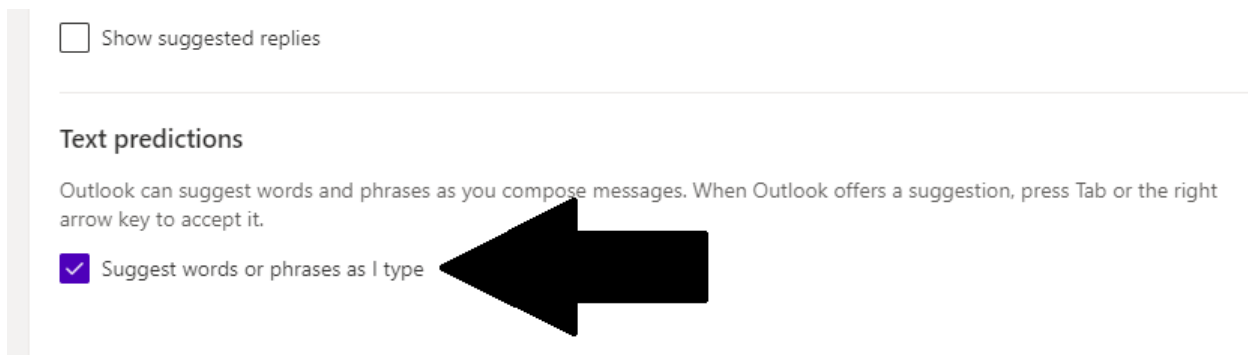
Step 3: Scroll all the way down and select **View all Outlook settings** (at the very bottom)



Step 4 Select **Mail** (on the left hand side) and then select **Compose and Reply** (in center)



Step 5: Scroll down to **Text Predictions** (at bottom) and uncheck this box and then hit **SAVE** at the bottom.



Tip: In the **COMPOSE** and **REPLY** section there is also an option to change the default way you reply to emails. By default **REPLY ALL** is selected. I highly recommend while you're in this section you change it to **reply**.