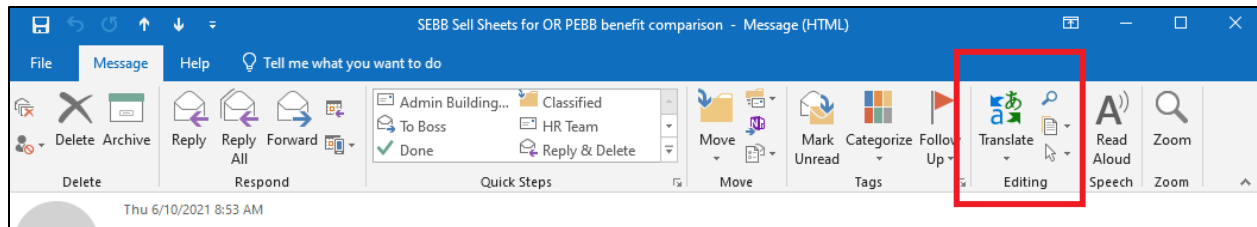


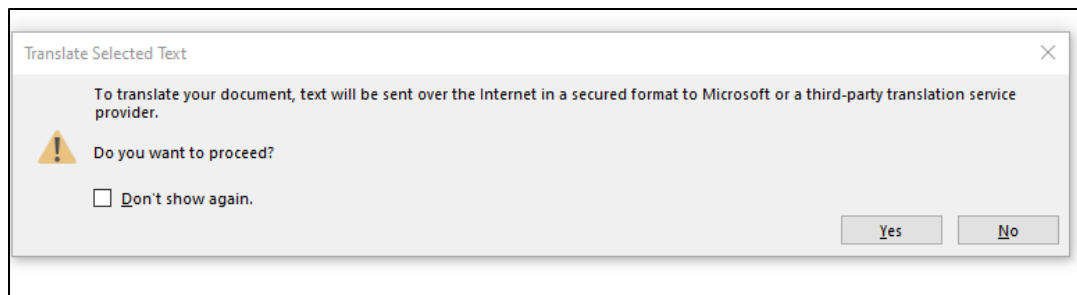
How to use the Translate Feature in Outlook

When creating a new e-mail

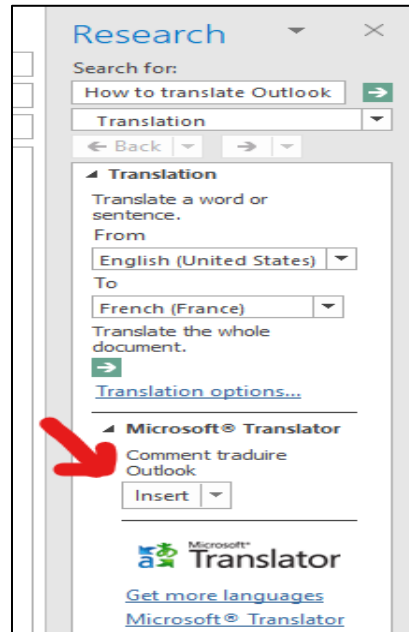
1. Click new e-mail.
2. Fill in contents of e-mail.
3. Highlight text to Translate.
4. Click Review at the top of e-mail.
5. Click Translate.



6. Click Translate selected text.
7. A pop-up box appears and states *"To translate your document, text will be sent over the Internet in a secured format to Microsoft or a third-party translation service provider. Do you want to proceed?"* Click yes.



- A Research dialogue box will appear on the right of your screen. It will have a box that says "Search for". Your highlighted text will appear here. Beneath that is a box that says "Translation". In the "From" box you will select the language you are using. In the "To" box you will select the language you want to translate to.



- Below Translation is the Microsoft Translator. Click the word "Insert". The newly translated text will go into your e-mail over the text you previously highlighted.
- If you want to copy your text rather than insert, hit the drop-down arrow next to the word insert and select copy.

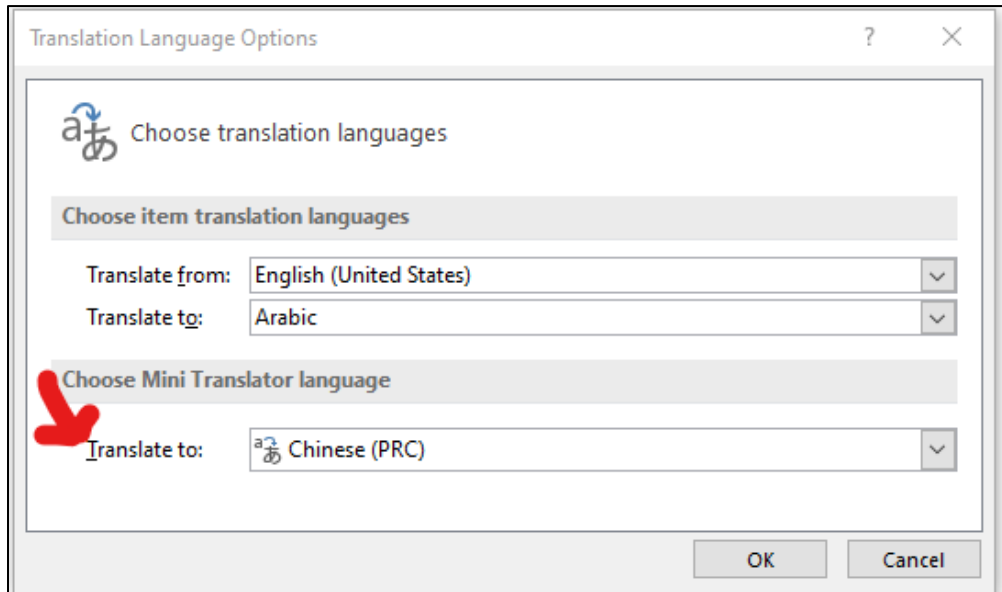
When receiving an e-mail that you need to translate

- Double-click the received e-mail so that it pops-up on your screen.
- Click on the tab labeled Message at the top of the e-mail.
- Click Translate.
- Click Translate Item. A dialogue box appears where you can choose your language to *Translate from and Translate to*. Select your language and click OK.
- A pop-up box appears and states "To translate your document, text will be sent over the Internet in a secured format to Microsoft or a third-party translation service provider. Do you want to proceed?" Click yes.
- Below Translation is the Microsoft Translator. Click the word "Insert". The newly translated text will go into your e-mail over the text you previously highlighted.
- If you want to copy your text rather than insert, hit the drop-down arrow next to the word insert and select copy.

How to set-up Mini Translator

- Depending on your starting screen, go to the Message tab or the Review tab and select Translate.

2. Select Mini Translate. This will turn the option on. (If there is a shaded box around the translate emblem, you will know that it is selected.)
3. Click Translate again. At the bottom select the Choose Translation Language option.
4. A dialogue box will open. At the bottom it says Choose Mini Translator Language. Here you will select your preferred language. Click OK.



5. Anytime you receive an e-mail, when you hover your mouse over a word, the word will be translated into the language you have selected. Mini Translator gives you an instant translation.