## How to translate an e-mail message in Outlook 2013

1. You can translate incoming e-mail messages in Outlook 2013 by highlighting the text then right-clicking and choose Translate.

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Greg Matwijiszyn Assistant Manager - Helpdesk			1	<u>C</u> opy		
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973-278-5400 Ext 1544				Synonyms		
cmd@Berk	keleyCollege.edu		いあ	Translate		🖛 Select Translate
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			-	_	-	

- 2. In this example we are translating a Spanish e-mail to English
- 3. Under From, Click the down arrow and select Spanish
- 4. Under To ,Click the drop arrow and select English. Click the green arrow to translate.

Translate a word or sentence.			
From			
Spanish (Spain)	-	←	Select Spanish
То			
English (United States)	•	-	Select English
Translate the whole document.			
🔁 🛛 🖛 Click the g	reer	arro	w to translate
Translation options			

- 5. Click "Send"
- 6. You will be taken to a Microsoft site were your message gets translated.

Send

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Microsoft <sup>s</sup>   Translator Privacy   Legal Translator Help Microsoft® is not responsible for the content below								
Translate URL http://	Spanish 💌 🐤 English							
Translated 100%	Mouse over text to see original							
Traffic is super slow because of the snow that is falling								
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973-278-5400 Ext 1544								
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