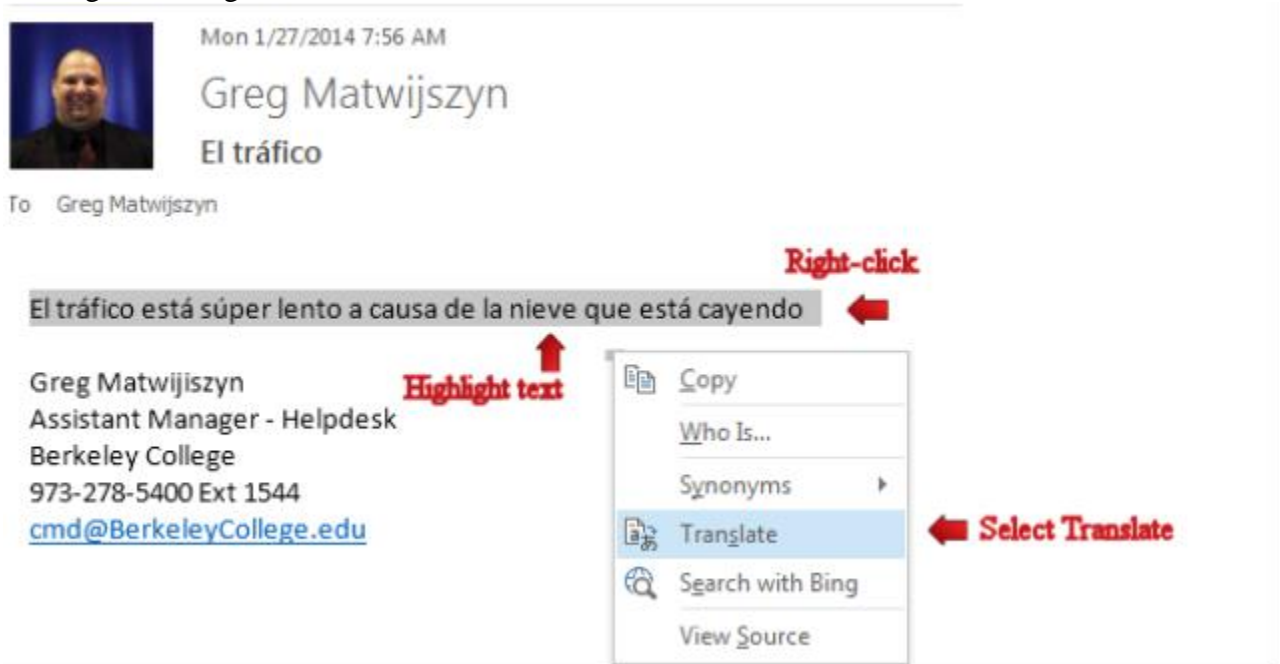


## How to translate an e-mail message in Outlook 2013

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



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.



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

