

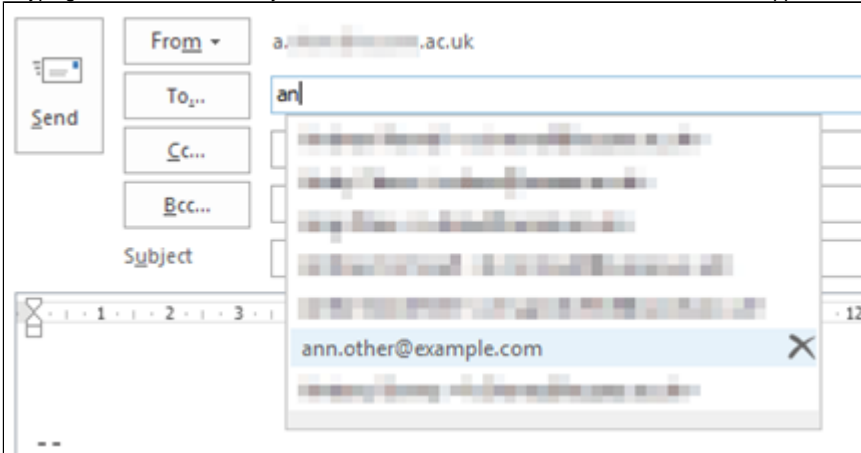
How to Delete an Address from the Outlook 'auto-complete' List


Outlook remembers every address you enter in any of the **To:**, **Cc:** or **Bcc:** boxes when you send a new email (although this behavior can be switched off if preferred).

Unfortunately, Outlook also stores incorrect and defunct addresses in the auto-complete list, and these can be a nuisance if they keep appearing when you want to choose the correct address.

To remove a name or email address from Outlook's auto-complete list:

1. Start a new email message in Outlook.
2. Start typing the name or address you want to remove, and the unwanted address should appear in a drop-down list:



3. *Either* float (do not click) your mouse pointer down over the entries in the list (use the scroll bar if available), or use the down-arrow key -  - to select the unwanted address. The selected entry is highlighted and shown with an 'X' indicating it can be deleted.
4. Press the **Delete** key. The unwanted address will disappear from the list, and should not reappear next time.