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WHAT's New?

Deleting an Address from Outlook Auto-Complete List

The Auto-Complete feature of Outlook offers you the convenience of suggesting commonly typed addresses in the To, Cc and Bcc fields which allows faster typing of email recipients.

Though the feature offers excellent help, Auto-Complete indiscriminately suggests mistyped and old addresses.

Follow this simple step to eliminate unwanted entry in your Auto-Complete list.

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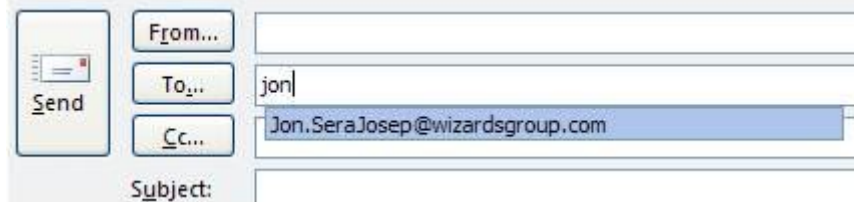
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Deleting Address from Outlook Auto-Complete List

On **To, Cc** or **Bcc** field, type the name or address you want to remove.

If multiple entries are suggested, highlight the address that you want to remove by using the **Up** or **Down** arrow keys.

When a selected address is already highlighted, press the **Delete** key to remove it from the Auto-Complete list.

The removed entry will no longer be suggested by Auto-Complete even if you type its exact address.