

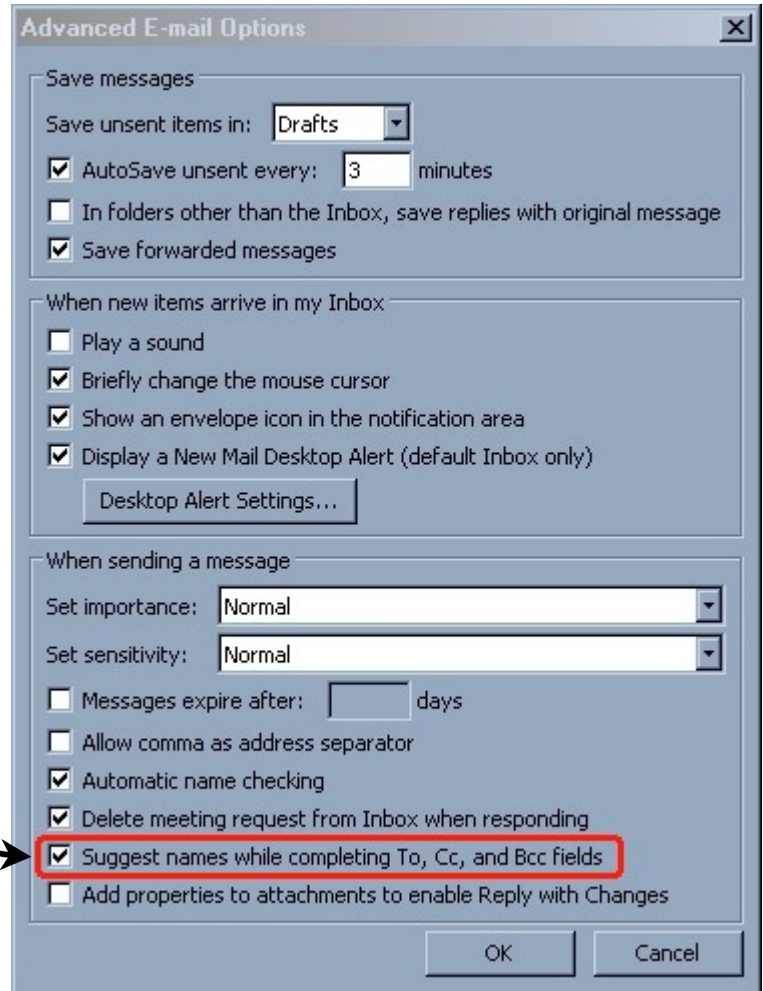
Making Outlook "Forget" Previously Used Names/Addresses

When addressing e-mail, Outlook has a feature that allows it to remember previously used names that were entered in any of the address fields (To, Cc, or Bcc). At some point it may become necessary to remove all or some of these cached names and addresses or to turn off this feature entirely.

To turn off this feature:

1. Go to the **Tools** menu and select *Option...*
2. From the Options window click the *E-mail Options...* button
3. From the E-mail Options window click the *Advanced E-mail Options...* button
4. Under the "When sending a message" section **uncheck** the box next to "Suggest names while completing To, Cc, and Bcc fields"

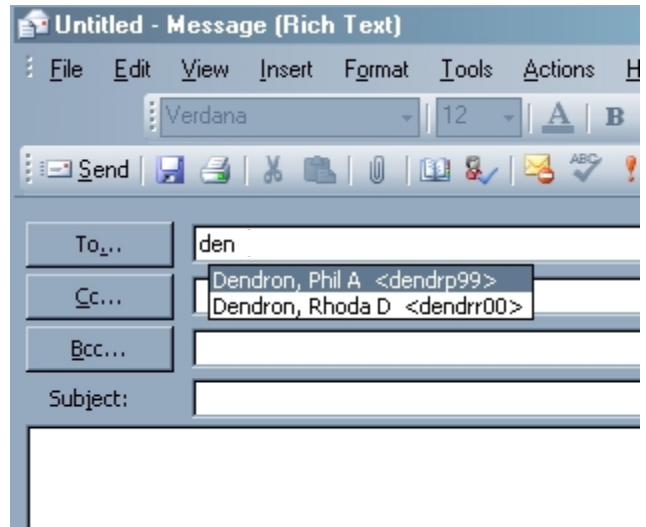
By un-checking this box, the "suggest" feature is off. Rechecking the box turns it back on, and returns it to the state it was in before it was turned off.



Removing specific entries from the auto suggest list

You may want to keep the auto suggest feature on, but remove only those outdated or incorrect entries on the list. To do this you will delete the names when they appear as the message is being addressed (To, Cc, or Bcc).

1. Begin typing the name on the To, Cc, or Bcc line
2. When the list pops-up under your cursor, use the **Down Arrow** to highlight the name you want to remove
3. Press the **Delete** key
4. Repeat for each name you wish to delete



This method permanently removes the name from the list. Any deleted name will not show up again unless you actually enter and use that same name again on one of the address lines

