## Microsoft 365: Removing Autocomplete Contacts in Outlook

Note: If you're seeing emails fail to deliver, it may be an autocomplete problem. Autocomplete corruption causes problems with both user and system distribution lists.

## Outlook: Removing Autocomplete Contacts

- 1. Sign in to Office 365.
- 2. Open Outlook.
- 3. Click on the **New mail** button to start composing a new email.
- 4. In the To: field, start typing an email address. Auto-complete will attempt to find an email address for you.
- 5. Click the X at the end of an auto-complete entry to delete it.



Note: Auto-complete changes may take up to 24 hours to appear.

6. Outlook will ask you if you are sure you want to remove that contact from suggestions. Click **OK**.

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To m	
Cc	
Add a subject	Remove recipient
Type / to insert files and more	Are you sure you want to remove Ming Lu from your suggestions and search results?
Jessica Brown (she/her) Library Technician, Staff Help Desks: Offic School District No. 57 (Prince George) District Learning Commons and Curriculur.	OK Cancel

Note: If you use a contact in the future that you've deleted from auto-complete, it will reappear, so don't worry if you make a mistake!

For more step-by-step guides for Office 365, please go to: <u>https://www.sd57curriculumhub.com/office-365</u>