

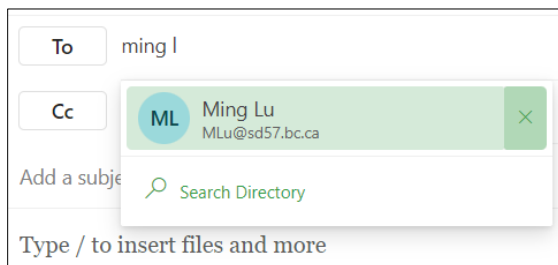
Microsoft 365: Removing Autocomplete Contacts in Outlook

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.



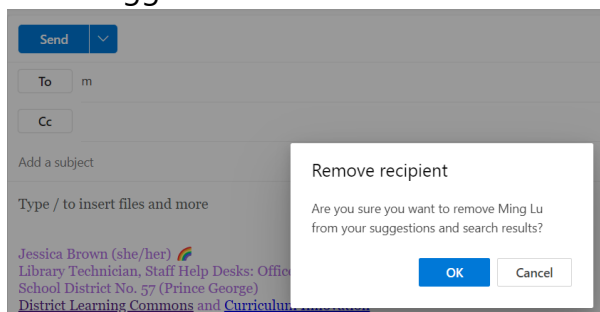
Outlook: Removing Autocomplete Contacts

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**.



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:

<https://www.sd57curriculumhub.com/office-365>