



SOUTHEAST MISSOURI
STATE UNIVERSITY · 1873

Information Technology

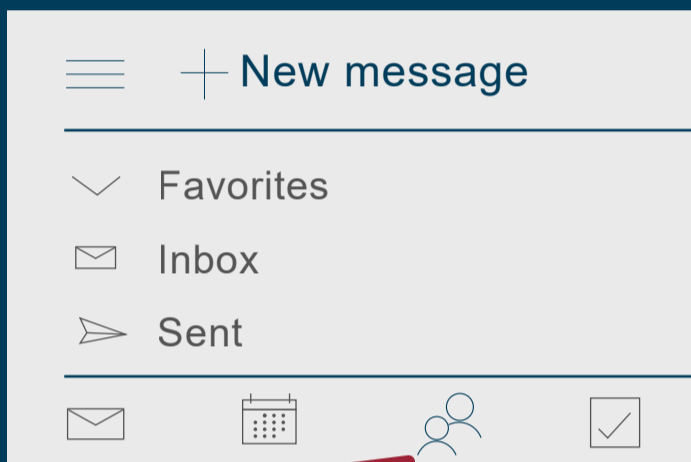


Outlook Online

How to: Remove Outdated or Unwanted Contact Info

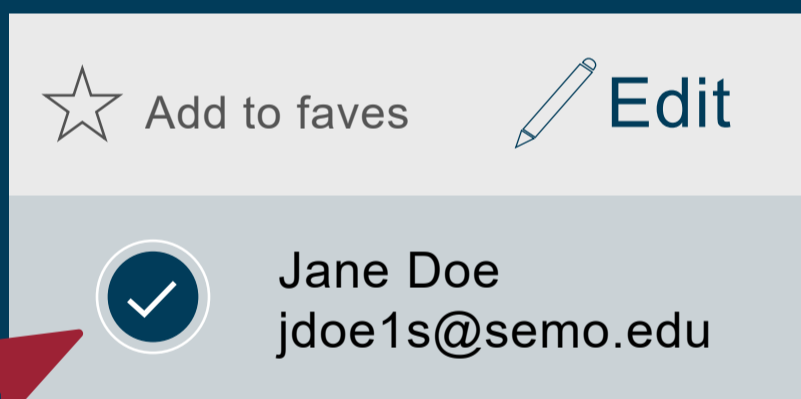
using Outlook Mail in an online browser

Follow these 3 steps to remove or edit outdated or unwanted contact information so Autocomplete will no longer suggest it.



1

Click the *People* icon at the bottom of the left panel



2
Select the desired contact and click *Edit* on the toolbar above

2

3

Edit or delete the outdated contact information and click *Save*

Edit Contact



First Name
Jane

Last Name
Doe

Contact Information

Email address

removeoutdated@semo.edu

Autocomplete will now only suggest to use the updated information you have provided.