



SOUTHEAST MISSOURI
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Information Technology



Outlook Online

How to: Remove an Address from your Autocomplete List

using Outlook Mail in an online browser

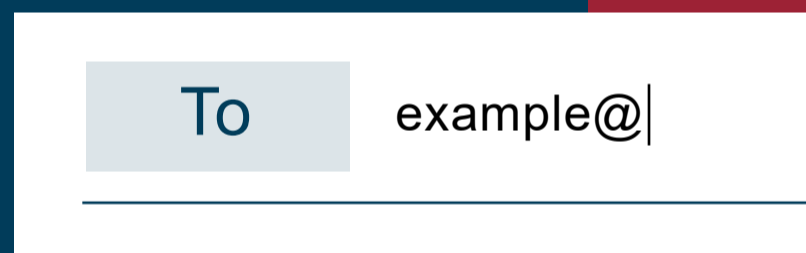
Follow these 3 steps to remove a recipient from Outlook's Autocomplete list so it will no longer provide it as a suggestion.



1

Create a new email by clicking *New message*

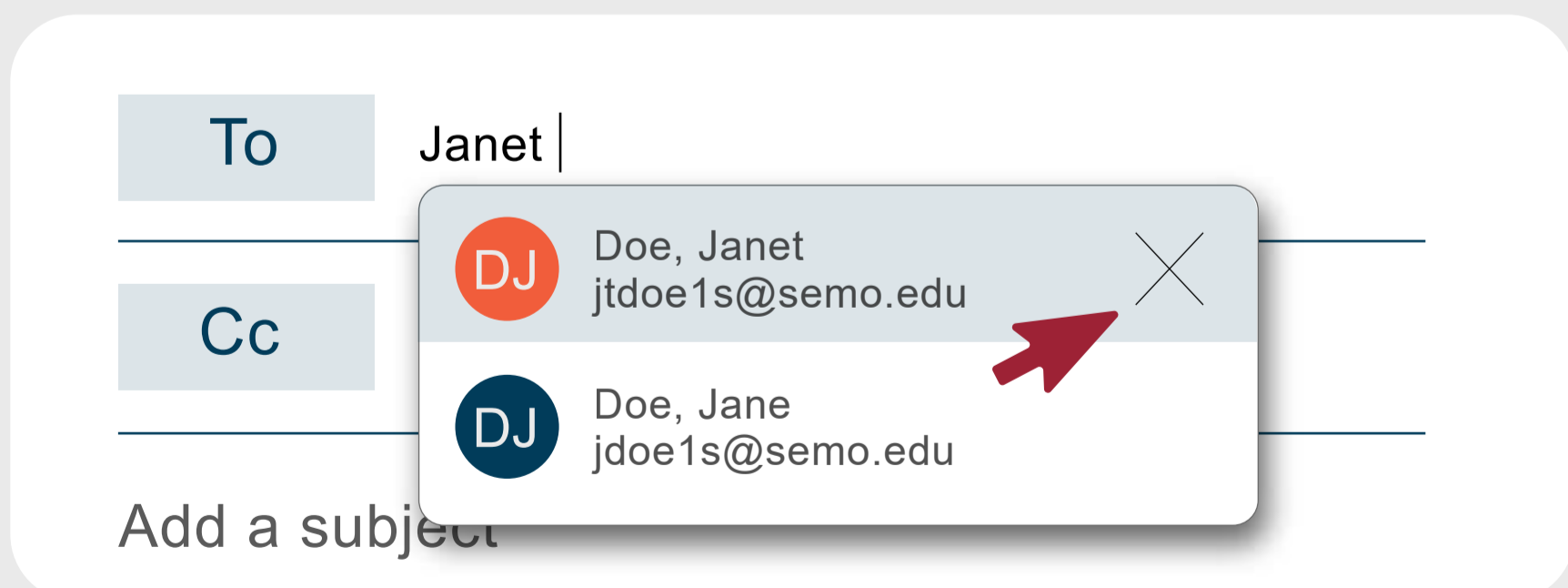
Start typing the name or address you want to remove



2

When the unwanted recipient appears in the drop down: Hover over it with your mouse and click the **X**

3



The unwanted recipient will no longer show up in your autocomplete suggestion list.