

# Removing an e-mail address from Outlook's Autocomplete List

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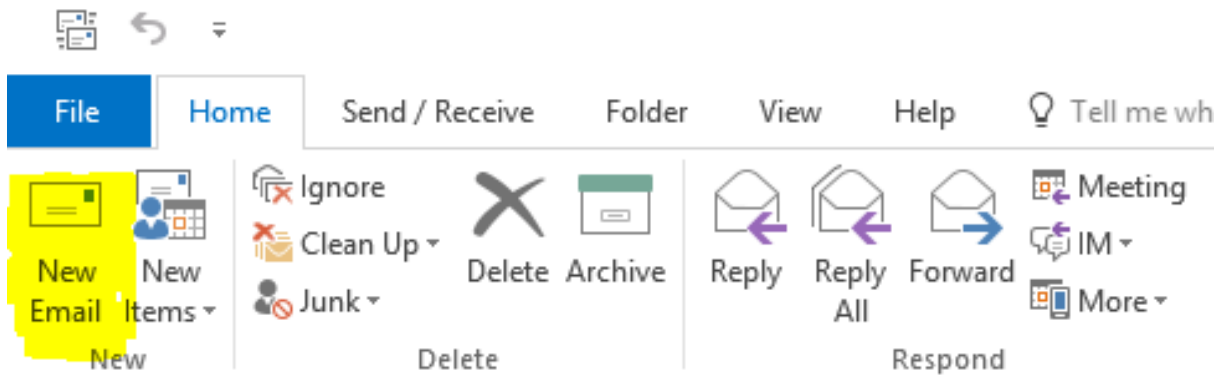
## How to Remove an Email Address from Outlook's Auto-Complete List

### General Information

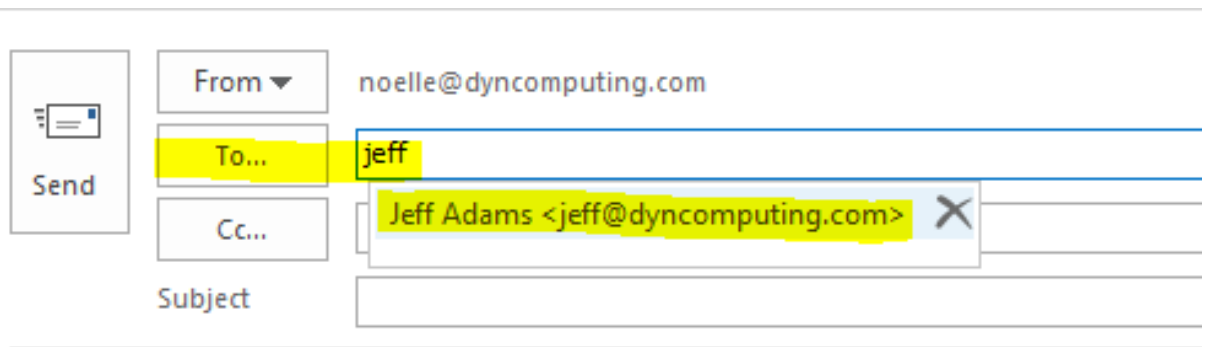
There will be times when using Outlook's Auto-Complete feature to send e-mails you'll get a bounce back or NDR (Non-Delivery Receipt) report. If you're 100% sure the e-mail is correct and active, this is most likely caused by an out of date Auto-Complete entry. Once the entry is removed, you can re-send your e-mail and it will re-create the Auto-Complete entry.

### Removing the Auto-Complete Entry

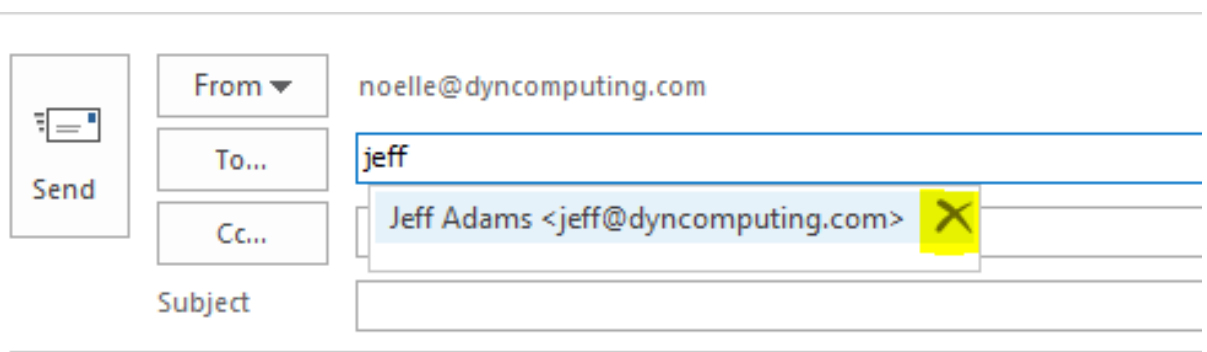
1. Open Outlook and create a new email:



2. In the "To..." field, start typing the name or the e-mail address that you would like to remove. It should show the Auto-Complete version:



3. Click on the "X" at the end of the e-mail address to remove it from your auto complete:



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