

## BSM Connection™ Online Library Software Tips - *Microsoft Outlook*

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### The Outlook Auto-Complete List

**The good:** Outlook remembers every address typed in a To:, Cc: and Bcc: field.

When typing the address or name in the field, the initial entry is recalled from memory saving time in having to search for the same addresses each time they are used.

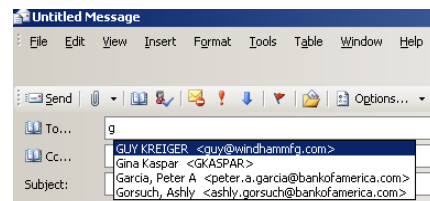
**The bad:** Outlook remembers the mistyped and old as well as the correct and current entries.

### Deleting an Address from the Outlook Auto-Complete List

Follow these simple steps to delete entries that are no longer needed in the auto-complete list.

Create a new email message in Outlook.

1. Begin typing the name or address you want to remove.
2. Use the down arrow key to highlight the desired (undesired) entry.
3. Press Delete.
4. The deleted entry will no longer appear in your new list.



**New List**

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### Preventing Outlook Address Auto-Completion

1. Start by selecting **T**ools and then **O**ptions from the main menu.
2. Go to the **P**references tab.
3. Select **E-mail Options....**
4. Now select **A**dvanced **E-mail Options....**
5. Make sure **S**uggest names while completing **T**o, **C**c, and **B**cc fields is not checked.
6. Click **O**K on each of the 3 screens to accept changes.

