

Delete an Automatic Email Address Listing

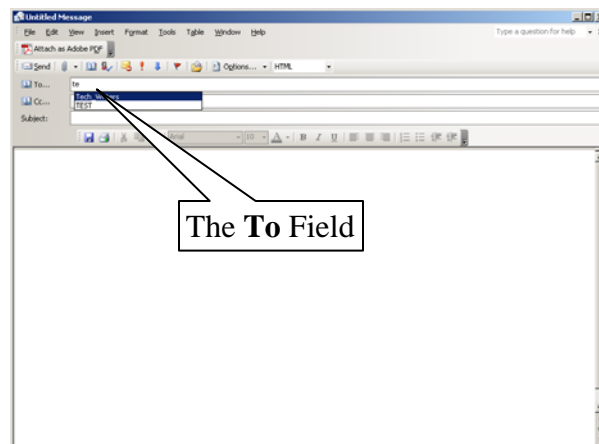
AgIT Operations

FAQ No. S1.1.45

How do I remove an email address from my “automatic correcting list” that is not valid anymore?

How to Delete an Automatic Email Address Listing

1. Open your Outlook application and a new message pane.
2. Click in the **To...** field of a new message pane.
3. Type in the first few characters of a name you know is wrong so the list will appear as a drop down list.



4. Using the up and down arrow keys, highlight the name you want to remove. Do **NOT** click on the name because that will cause the application to accept the name and display it in the **To...** field.
5. Press the **Delete** key and the address will be deleted from your automatic selecting list.

Contact Information

If you have any questions or concerns about this topic, please contact the AgIT Help Desk at (888) 226-2438 or (765) 494-8333, or visit our website at <http://agithelp.agriculture.purdue.edu/>.