

## **CLEAR AUTO-COMPLETE EMAIL ADDRESS CACHE IN OUTLOOK**

- 1) START TYPING IN THE ADDRESS THAT SHOWS UP INCORRECTLY**
- 2) HIT THE DOWN ARROW KEY TO SELECT THE AUTO COMPLETED ADDRESS**
- 3) HIT THE DELETE KEY TO DELETE THE AUTO COMPLETE ADDRESS**

**OR (WARNING THIS NEXT STEP WILL REMOVE ALL OF YOUR AUTO-COMPLETE LIST)**

- 1. OPEN WINDOWS EXPLORER, AND PASTE THE FOLLOWING INTO THE ADDRESS BAR:  
%APPDATA%\MICROSOFT\OUTLOOK**
- 2. DELETE THE OUTLOOK.NK2 FILE THAT YOU FIND IN THIS FOLDER**