How to remove email address from the autofill cache in Outlook (Windows PC).

These instructions will show you how to delete email addresses that are cached in your autofill which populates as you type. The instructions are done in Outlook 2013 but also applies to Outlook 2003 to 2007. If you have any questions or need further assistance please contact IT support at:

support@ihpnet.usc.edu
323-442-1819
313-442-2564

Removing the entry:

1. While in Outlook, open a new email message.
2. In the To field start typing the name or email address of the entry you wish to delete.
3. When you see the name you wish to delete, using the arrow keys scroll down until the name is highlighted. To the right of the name you will see an X.
4. Click on the X to remove the entry.
5. Repeat for additional entries you would like to remove.

You’re done. Happy Computing!!!!!!!