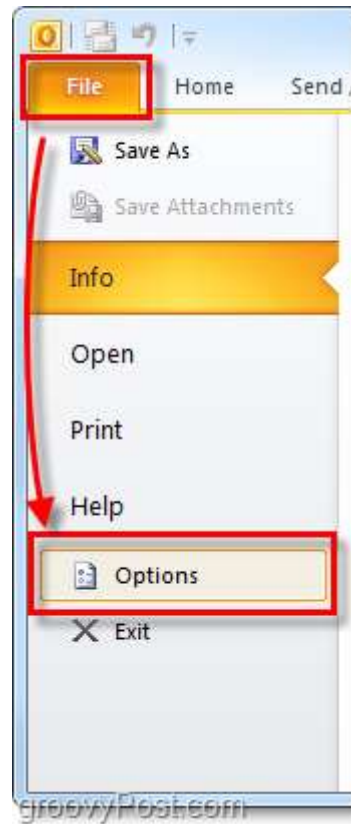
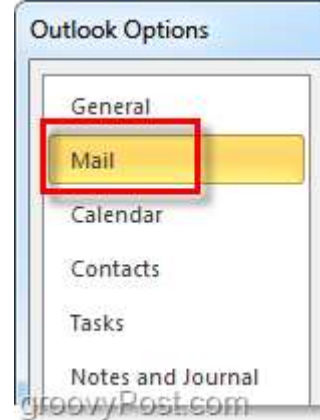


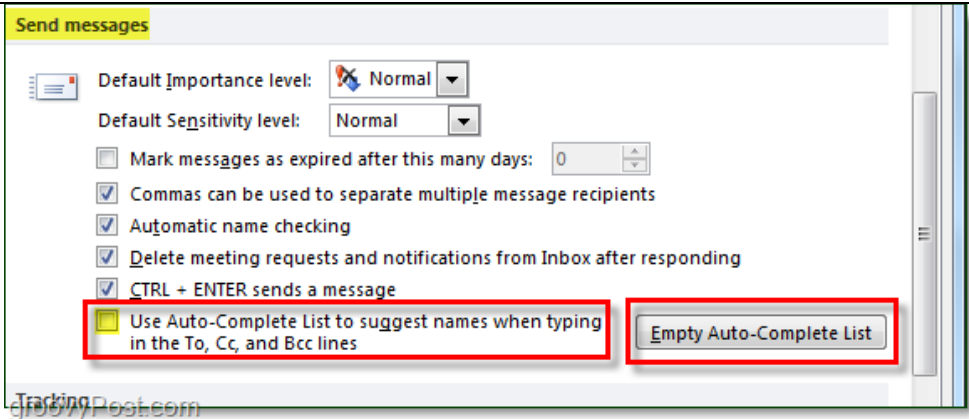
Title: How to disable Auto-complete and Clear the Auto-complete Cache				
	Author/Owner	Peer Reviewer	Approver	Effective Date:
Name:	Nurose			Review Date:
Title:	Sr. Sytem Engineer			
Date:	02/18/2016			
Signature:				Supersedes:

Procedures	Screenshots
<p>1. In Outlook 2010, <i>Click the File menu and Select Options.</i></p>	

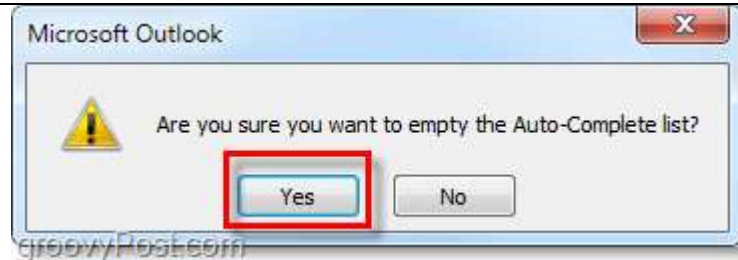
2. Scroll down roughly halfway until you see Send messages. *Uncheck* the **Use Auto-Complete List** to suggest names when typing in the To, Cc, and Bcc lines box.



3. *Optional Step:* To clear out the Auto-Complete list, simply *Click* the **Empty Auto-Complete List** button.



4. You'll see a confirmation window about clearing the Auto-Complete list, *Click Yes*.



Now Outlook Auto-Complete should be completely disabled and any history that was in the Auto-Complete list should be completely erased (*if you clicked the clear auto complete button*).