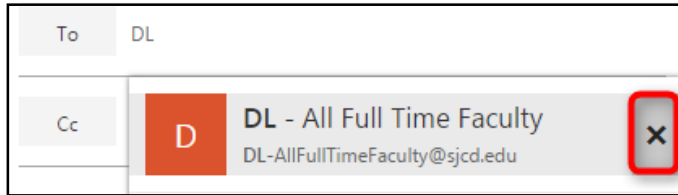


How to: Remove a Distribution List from the Auto-Complete List (Outlook Web App)

Instructions:

1. Sign in to Outlook Web App by visiting www.sanjac.edu/email
2. Once logged in, create a new email.
3. In the To field, begin to type the distribution list you wish to remove.
4. Once it automatically appears, click the **X** to delete it.



Note: In Outlook Web App, you can't delete your entire Auto-Complete List. You will need to delete the entries you don't want one at a time.