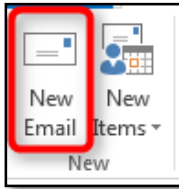


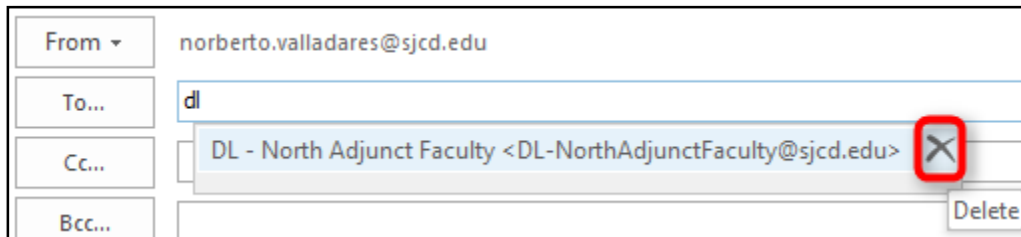
How to: Remove Distribution List(s) from the Auto-Complete List (Outlook 2013)

Instructions:

1. With Outlook open, click **New Email**.



2. In the To: field, type in the Distribution List (DL) you wish to remove from your auto-complete list.
3. Once the DL automatically appears, click the **X** to delete it.



4. Repeat steps 2 – 3 to remove additional DLs no longer needed.