

Staff Email: Turn off Outlook Auto-Complete

Outlook's **Auto-Complete** function is turned **on** by default. This means that when you start to type a recipient's email address in the To, Cc and Bcc fields, Outlook displays a list of email addresses you have used in the past.

While this function may be convenient, it's all too easy to select the wrong email address from the list and send the email to the wrong recipient.

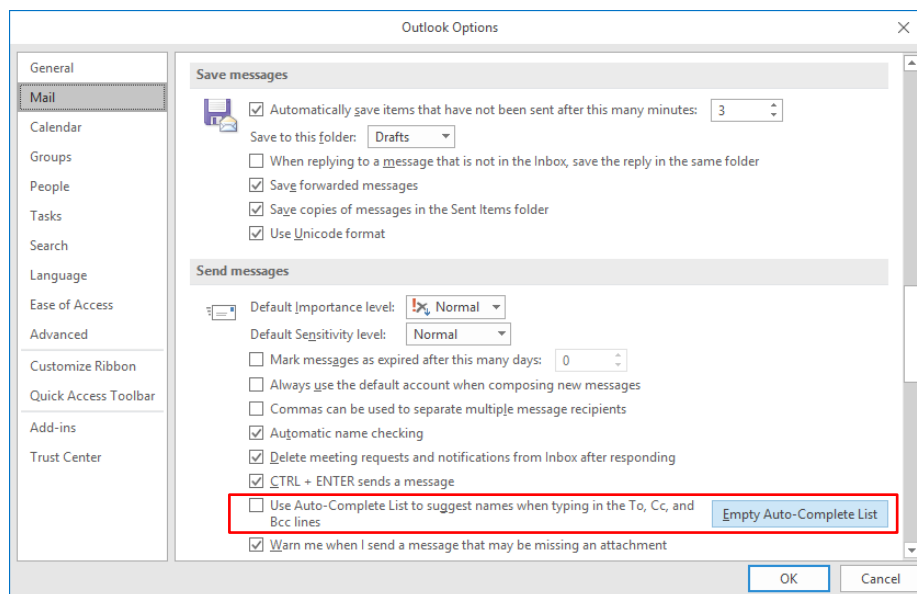


Such mistakes can lead to personal data breaches, which may be harmful to individuals and to the University.

If you're working in a sensitive area, why not turn Auto-Complete **off** to reduce the risk of error?

Here's how...

- Click the **File** tab and select **Options** from the menu
- In the **Outlook Options** dialog, select **Mail** from the menu then scroll down to **Send messages**
- *Untick* the **Use Auto-Complete List to suggest names when typing in the To, Cc, and Bcc lines** checkbox
- Click the **Empty Auto-Complete List** button to clear the history
- Click **OK** to save your changes



Once you have turned Auto-Complete off, you will need to either select recipients from the Global Address List (Address Book) or manually type in their email addresses.

While this method may be slower, it greatly reduces the risk of error.



Always double-check the recipients you have added to the To, Cc and Bcc fields before sending your email.