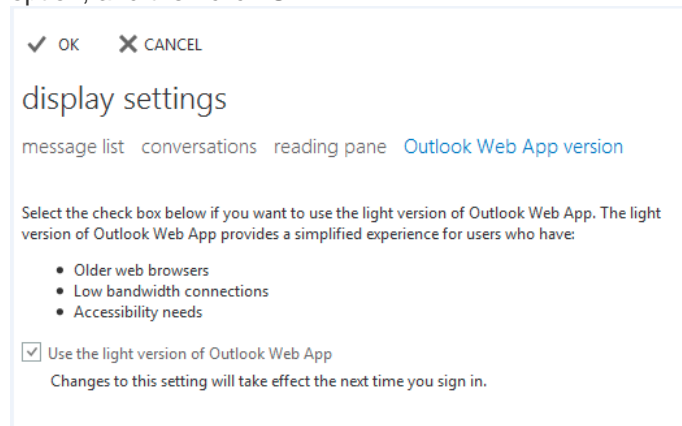


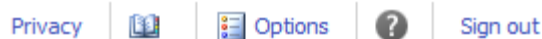
Office 365 - Deleting autocomplete email contacts

Delete the entire list using Outlook Web App **Light**

- a. Login on to the mailbox via mail.office365.com using Internet Explorer or Safari on Mac. On the upper right, click the gear icon and select Display settings.
- b. Click Outlook Web App version and check the Use the light version of Outlook Web App option, and then click **OK**.



- c. Sign out and sign into Office 365 again, then you will see the Outlook Web App light version.



- d. Click **Options**,
Messaging options will be selected, under E-mail name resolution, click **Clear Most Recent Recipients list**, and then click **OK**.

E-Mail Name Resolution


Add recent recipients to the Most Recent Recipients list


[Clear Most Recent Recipients list...](#)


When resolving names, check first in:

- Global address list
- Contacts

- e. Click on **Outlook Web App Version** and remove the tick from **Use the light version of Outlook Web App**, then click **Save**.

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 **Outlook Web App version**

Select the check box below if you want to use the light version of Outlook Web App. The light version of Outlook Web App provides a simplified experience for users who have:

- Older web browsers
- Low bandwidth connections
- Accessibility needs

Use the light version of Outlook Web App

Changes to this setting will take effect the next time you sign in.

You can now sign back into mail.office365.com and send mail to faculty and staff.