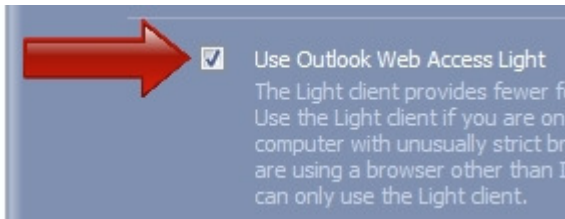
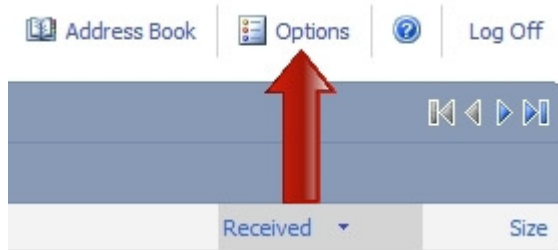


How to disable “Auto Complete” feature via Outlook Web Access

1. Log in to Outlook Web Access (<https://email.tnstate.edu/owa>) mailbox using Outlook Web Access Light. Make sure the Check is in the box next to “Use Outlook Web Access Light” to do so.



2. Choose “Options” located at the top right of your web mail.



3. Choose “Messaging” in the menu over at the far left of your web mail below the main menu area.



(Continued on next page...)

4. Under Email Name Resolution on the right, click "Clear Most Recent Recipients List".



E-mail Name Resolution

Add recent recipients to the Most Recent Recipients list
Clear Most Recent Recipients List...



5. Click the Ok button.

