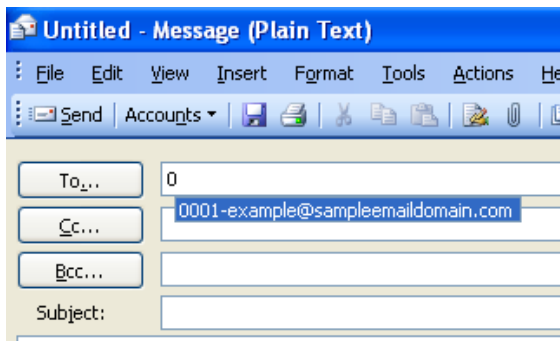


How To Remove Email from Email Cache

This document has been generated on how to remove an email address from the Microsoft Outlook 2003 and higher address cache tool.

Details

When you are composing a new email and you type the first letter of a name in the TO field a list of recently used email addresses may appear. Sometimes, you have a list of email addresses that you no longer need and would like to remove those.



Removing an email address is simple, type the letter of the email address or person you would like to remove from this email address cache and then use the arrow keys on your keyboard to scroll down to the address you want to delete so that it becomes highlighted and then press the DELETE key on your keyboard.

That's it....

This email address book is kept in a single file with a file extension of NK2. Default file name is "Outlook.nk2"

This file is normally located one of the following locations on your computer

Windows XP

C:\Documents and Settings\%USERNAME%\Application Data\Microsoft\Outlook

Windows Vista

C:\Users\%USERNAME%\Application Data\Microsoft\Outlook

Note: The "Application Data" folder is normally a hidden folder, so you may need to copy and paste the above file location in to Windows Explorer, or the Run tool found under the Start Menu.