

## Clearing Email Cache in Berea365

To stop your email program from using outdated address information, clear the recipient Auto-Complete List in Outlook or Outlook on the web by doing the following:

- Click New mail (in Outlook) or New Email (in Outlook on the web)
- In the To... box, start typing the recipient's name or email address until the recipient's name appears in the drop-down list.
- Use the Down Arrow and Up Arrow keys to select the recipient, and then press the Delete key to delete the Auto-Complete List entry.
- Click on the To... button. In the search field type in the recipient's email address. Double click on the recipient. Now resend the message.