

Tip: Mail.app

Stopping Outdated Email Addresses from 'Auto-Filling'

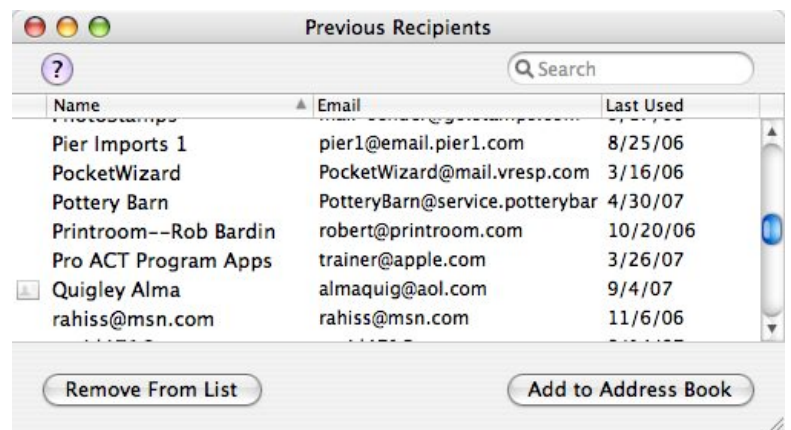
A couple of our ALLMUG members brought up an interesting question: When entering a name in the TO: field in Apple Mail, how do we stop the application from automatically filling in an email address that is obsolete or incorrect?

Auto-fill is a great timesaver ...

... but, yes it does indeed get to be annoying when you start typing in your recipient's name in the TO: or CC: field only to have Mail auto-fill a wrong email address. Perhaps it was a former email address or an incorrect one in any case.

The Secret Lies in the Previous Recipients List ...

Whenever you send an email message, Mail remembers the addresses you used in the TO: and CC: fields and stores them in something called the *Previous Recipients List* so you can use them again without having to type the whole address. Just type a few letters and Mail automatically fills in the rest of it for you.



You can remove addresses from the Previous Recipients list if you don't intend to use them again. You can also remove an address if you previously mistyped the address and want Mail to stop suggesting it when you type a matching address.

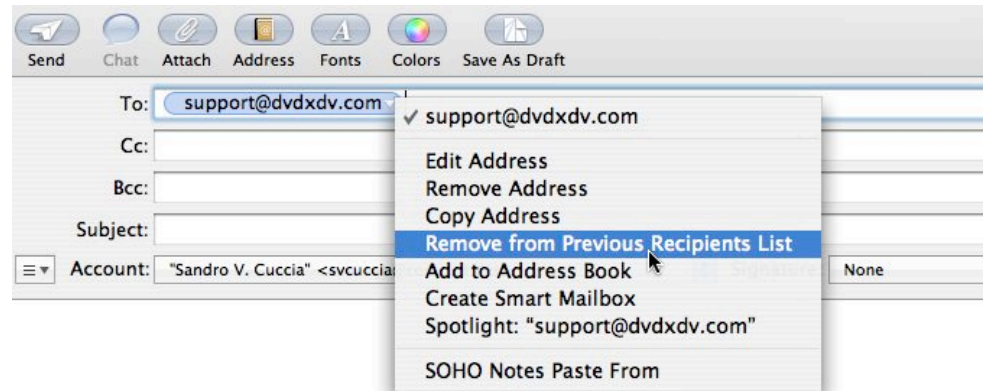
Here's how:

1. Choose *Window > Previous Recipients*.
2. If you want to sort the list, click a heading to sort by name, address, or the date the address was added to the list.
3. If you want to search for a name, enter it in the search field in the upper-right corner of the window.
4. Select an address and do one of the following:
5. Click *Remove From List* to remove an infrequently used or misspelled address.
6. Click *"Add to Address Book"* to add a frequently used address. (Addresses that are already in your Address Book have a card icon next to them.)

As with most applications, you can *Shift-click* to select adjacent addresses, or *Command-click* to select nonadjacent addresses in the list.

If you receive email from someone who is not in your Address Book, you can hold the pointer over the person's address in the message, press the mouse button, and choose "Add to Address Book" from the pop-up menu.

You can also remove an address from the Previous Recipients list by holding the pointer over the address in an address field of a new message you are composing, then pressing the mouse button and choosing "Remove from Previous Recipients List" from the pop-up menu.



You should open Address Book to make sure the addresses you added now appear in Address Book.

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