Outlook: Unwanted Suggested Contact

Christine Clevenger - 2024-01-17 - Email and Collaboration

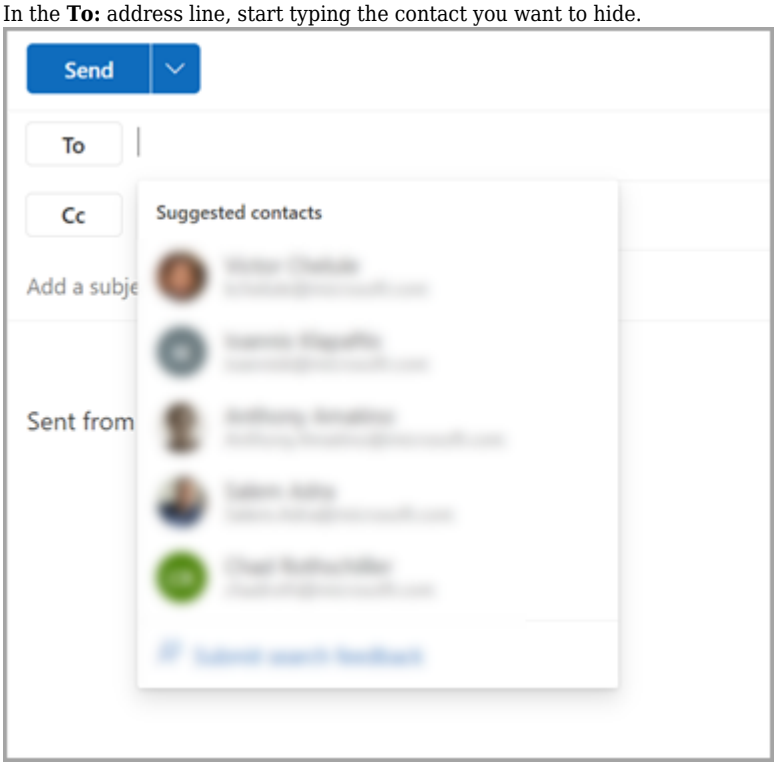
Outlook: Unwanted Suggested Contact

Hide one or more suggested contacts in the Suggestion List

1. Navigate to Outlook online (Desktop will not work) https://outlook.office.com/mail/

2. Forward, reply, or create a new email.

3. In the **To:** address line, start typing the contact you want to hide.

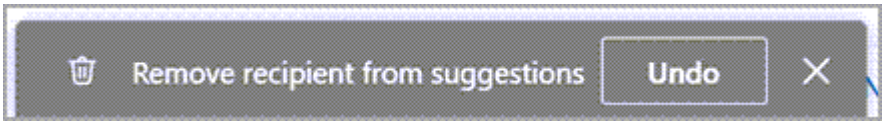


4. When the contact you want to hide appears in the list of suggested contacts, look for the **X** to the right of the contact's name.



5. Select the **X** and the contact will be removed from the list and will also be hidden for later use.

6. If you accidentally hid the contact, select **Undo** in the message at the bottom center of the screen. This message will remain for 5 seconds after hiding a contact.



7. If you want to un-hide a contact, send an email to the contact by replying to an old mail or by typing the full email address on a new mail. After approximately 24 hours, the contact will be unhidden from the suggestion list.