

Reset Outlook Autofill (Windows XP)

Introduction

Microsoft Outlook creates a list of “nicknames” that it uses to automatically fill in email addresses as you type them. This nickname list is continually updated as you use Outlook.

There are times when you will need to force Outlook to discard your current nickname list, and generate a new one. Such occasions might include instances when your nickname file becomes corrupted, or when major changes are made to the Outlook Address Book on the server (such as our recent switch from UMail to ForUM Email for students).

The procedure outlined below will walk you through the steps of deleting your current nickname list so that Outlook can begin creating a new one. Note that you will have to be careful when typing addresses into an Outlook Email To: field for a while, as Outlook re-learns your favorite addresses.

Procedure

1. Make sure **Outlook** is **NOT** running on your computer.
2. On your Windows desktop, click **Start**, then **Search**.
3. The **Windows Desktop Search** screen will appear.
4. At the bottom-left of the **Windows Desktop Search** screen, choose **Click here to use Search Companion**. (You may need to scroll down a bit to see this option).
5. On the left of the **Search Companion**, click **All files and folders**.
6. A window will appear where you can enter your search criteria:

6a. In this box, type *.NK2.

6b. For the **Look in:** box, choose **Local Hard Drives (C:)**.

6c. Click this arrow to display **More Advanced Options**.


6d. Make sure **Search system folders**, **Search hidden files and folders**, and **Search subfolders** are all checked.

6e. Click **Search**.

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page 2

- The search may take a few minutes. When completed, the search results will display on the right side of the Search Companion. Typically, you will only see one file, usually with your username as the name, and NK2 as the file extension:

Name	In Folder	Size	Type
 fitch.NK2	C:\Documents and Settings\fitch\Application Data\Microsoft...	1,110 KB	Office Data...

- Right-click the file, and choose **rename**.
- Rename the file nickname.bak.
- Close the Search Companion and reopen Outlook.

Remember, now that you've deleted your old nickname file, Outlook will have to start building a new one. This means that you will have to be careful when typing in email addresses for a while, to make sure Outlook is choosing the one you want.