



## Autofill Names

by [Granger Meador](#)

### Save time on addressing your messages:

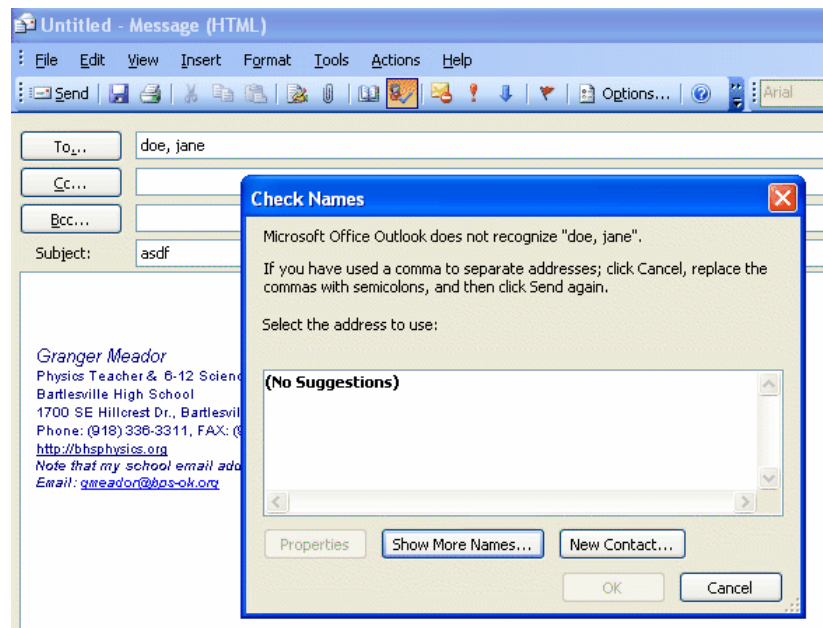
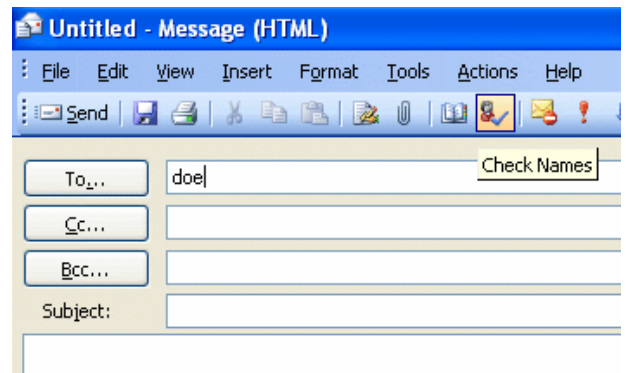
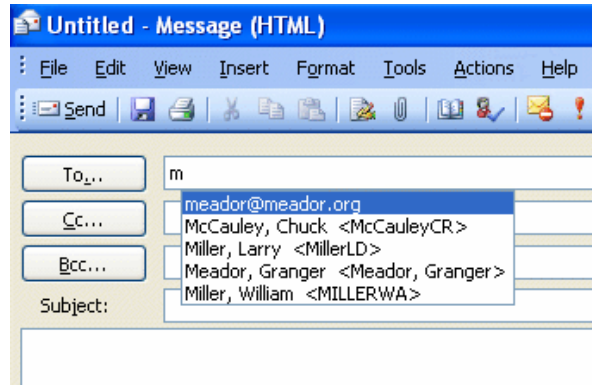
Outlook 2003 remembers the email addresses you have used recently. So when you begin typing a name into the *TO:* box of a new message, Outlook 2003 will offer up similar names you have addressed previously.

If the name you want is highlighted, hit ENTER or TAB to autofill the name. If the name is somewhere down in the list, either click on it or use the down arrow key to select the one you want and then hit ENTER or TAB.

If the name you want isn't shown but does appear in the district's email directory, type in as much of the name as seems necessary **FOLLOWED BY A SPACE** and then hit ENTER or TAB. Outlook will autofill the name if it finds a match.

Alternately, enter as much of the name as you like and then click on the *Check Names* icon. If Outlook can identify a unique name, it will be entered for you.

If Outlook cannot identify a unique name, a *Check Names* dialog box will open, offering choices such as *Show More Names...*, which will open up the district directory.



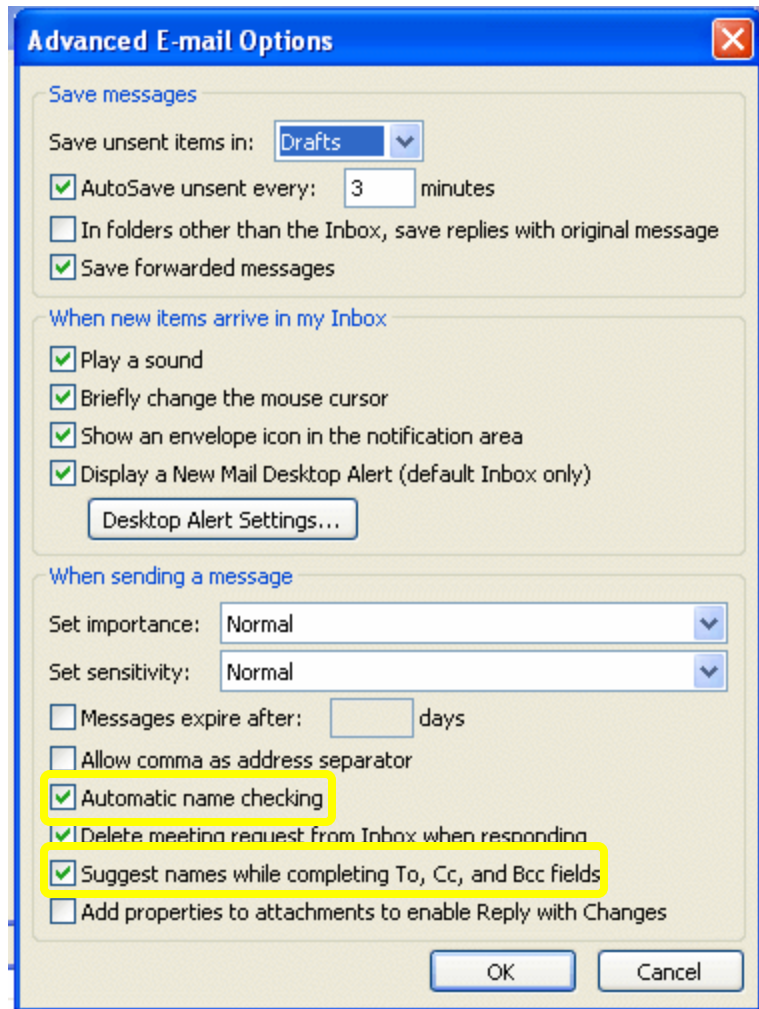
If the above methods aren't working, they might be turned off.

From the main Outlook 2003 screen open the *Tools* menu and select *Options...*

On the *Preferences* tab, click the *E-mail Options* button.

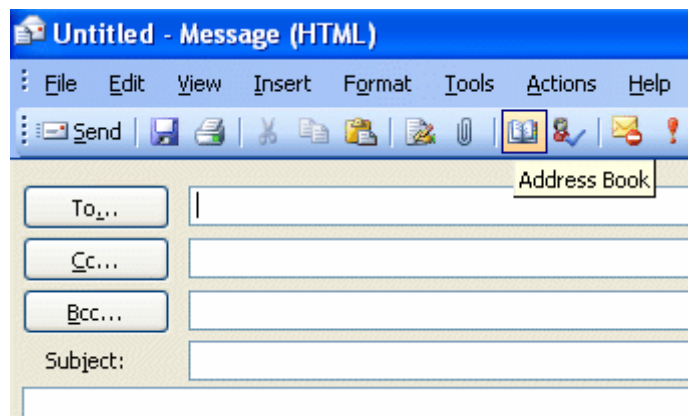
On the E-mail Options screen, click on the *Advanced E-mail Options* button...

You will finally see the screen shown at right. Click until there are check marks beside the *Automatic name checking* and *Suggest names while completing To, Cc, and Bcc fields* options.



## Address Book

You can always access the district-wide address book or your contacts list by either clicking on the *To...* button, or the *Address Book* icon.



[BHS Outlook 2003 FAQ](#)