How to Handle Cached Global Address Entries

Step-by-step guide

1. Outlook:
   a. Open a new Mail message and begin typing the address
   b. Click the X to the right of the cached address that appears in the drop down listing of matches for what you are typing
   c. Begin typing the message again to pull the correct address from the Global Address Book.
   d. The new address will now be cached locally for future use.

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