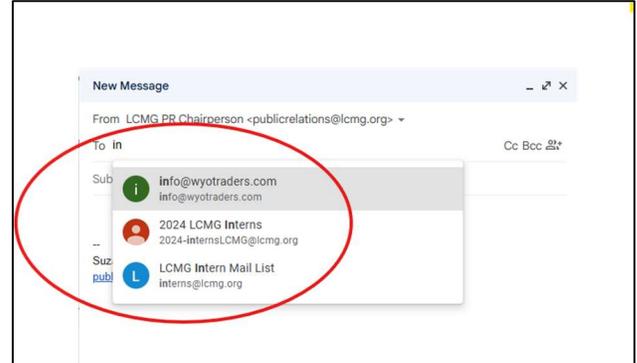




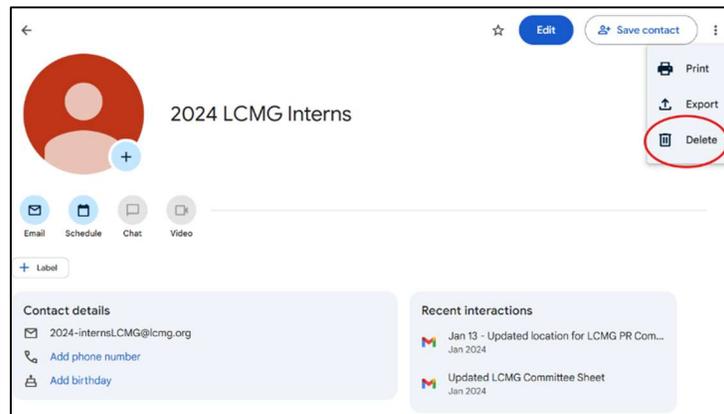
HOW TO...MODIFY OR REMOVE CONTACT SUGGESTIONS IN AN EMAIL MESSAGE

Google remembers the Contacts you frequently use in your email addressing. This can be convenient until a contact's details change, and then it can become annoying and confusing. Example: you start to type the first couple of letters in the "To" addressing line and Google will suggest the full email address you might want to use.



To stop the suggestions from continuing, you will need to modify or remove the contact from your Google Contacts application:

1. On your desktop, open your  **Contacts** application (viewable as an app option when selecting the hamburger menu at the top right of your screen).
2. From the left-side menu, select either Contacts or Frequent to see a list of your contacts, or type the contact's name in the Search bar at the top of the screen.
3. Click on the contact to update > Click **Edit** to modify the details of the contact or select the **three vertical dots** at the top right and click on **Delete** to remove the contact completely.



4. (Optional) If you had a Gmail tab open on your computer prior to completing the above actions, be sure to **refresh the tab (reload the page)** before continuing else the stored image will continue to show the suggested pop-up.