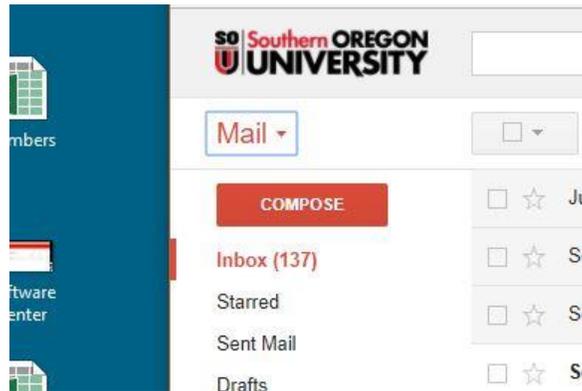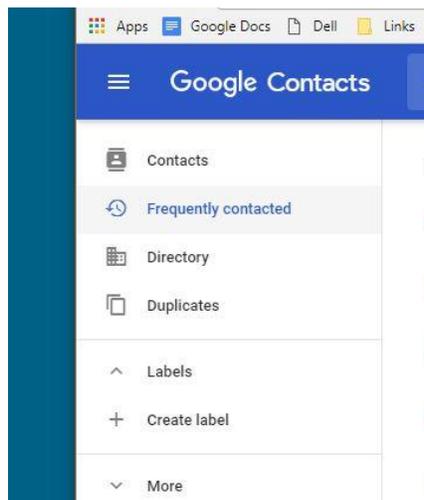**Removing Email Name from Frequently Contacted**

- Open your email.
- In the upper left (above the Compose button) click on the drop-down labeled **Mail** and choose **Contacts**. This will open a new tab called Google Contacts.
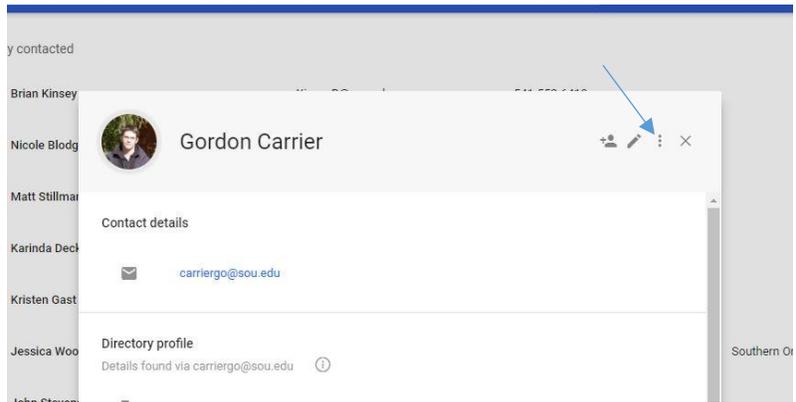


- On the Google Contacts page left-side menu, choose **Frequently contacted**. This will bring up a list of email addresses.
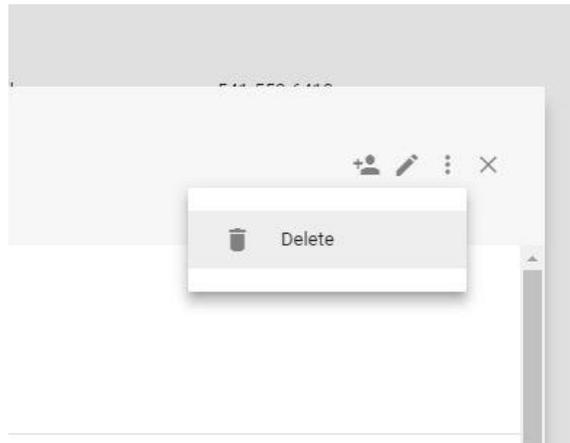


- In the search bar at the top of the page, type in an email address or name of the person you're trying to delete.
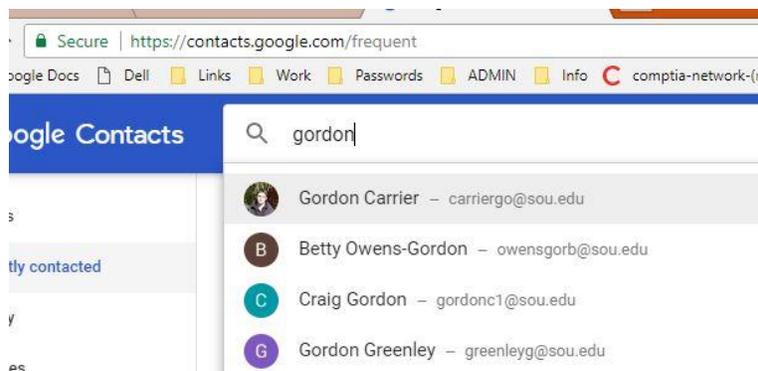
- Select the person's name to open their profile and click on the three vertical dots.



- This will provide a submenu that will include the option to delete. Confirm the delete at the prompt.



- Once you return to your email page and compose a new email, the previous name should no longer be an option.  If there are addition issues with this, please contact your Computing Coordinator or the IT Helpdesk (541) 552-6900.