



# Autocomplete Manager

## User's Manual

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## Welcome

Thank you for choosing the Autocomplete Manager add-in, created by Sperry Software. This add-in allows you better control over your autocomplete list. It can automatically clean the list every time Outlook starts – either all entries or only those outside of your domains. In addition, it can import an NK2 file. Finally, the add-in can clean the list on demand (again removing all entries every time Outlook starts or removing just those email addresses that are outside the company domain name(s)).

## Getting Started

The first thing you'll want to do is familiarize yourself with the given options. **The add-in will not work until you turn on the option to "Clean out the autocomplete list when Outlook starts and every [N] days"**.

Next determine if you want all email addresses removed from your autocomplete list. If you only want to remove email addresses of those outside your company, check the box labeled "Only clean out external email addresses", and then provide your company domain(s). Wildcards are accepted (e.g., "\*sperrysoftware.com").

Click Apply.

That's it! The next time you restart Outlook it will run through your list of autocomplete entries and remove the offending email addresses.

One thing you might want to consider is running the tool immediately. You can do that by clicking on the "Clean" button.

When you're done, click the "Ok" button to exit the Configuration window.

## Configuring the Add-in

Once the installation is complete, you are ready to use Auto Print. When you open Outlook you will notice a new tab “Sperry Software” added to the Ribbon.

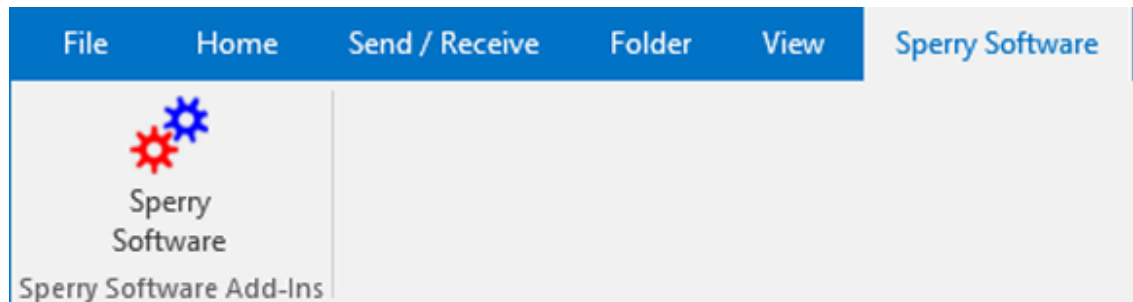


Figure 1 (Sperry Software Add-ins tab)

Clicking this button displays the Sperry Software Add-ins configuration screen. It is on this screen that settings are made to control the add-in’s functionality.

## Options

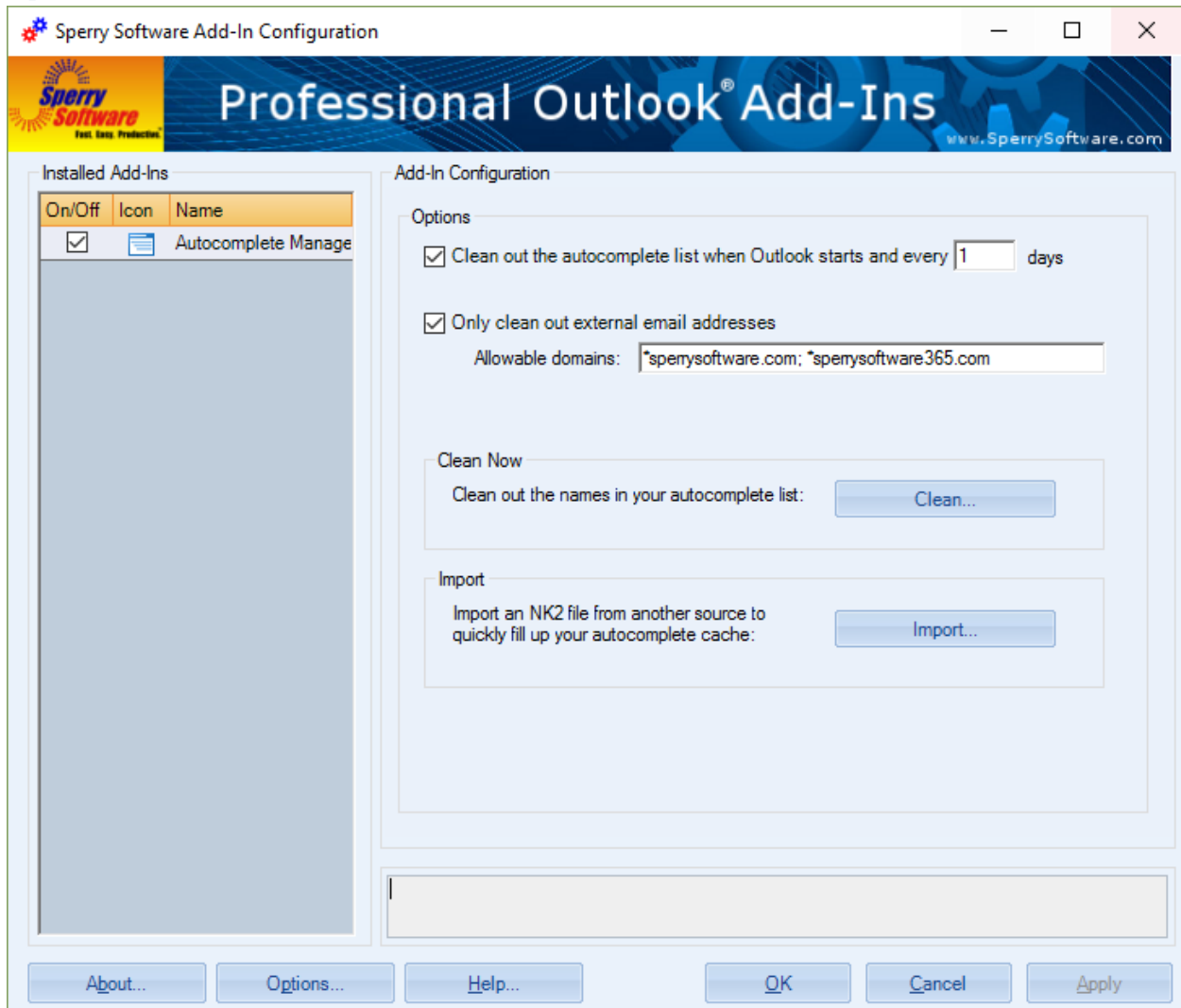


Figure 2 (Options in Configuration window)

- **Clean out the autocomplete list when Outlook starts and every [N] days** - This is an important option, as it controls when the add-in is to take action. By default it is turned off until you are ready. All you need to do is check the box and the next time you start Outlook, it will automatically remove email addresses from your autocomplete list. In addition, if you keep Outlook open for long periods of time, you can also specify how often you'd like the list to be cleaned.
- **Only clean out external email addresses** - Normally, the add-in will remove all autocomplete entries. However if this checkbox is checked, it will instead remove only those entries which do not match any of the domains specified in the "Allowable Domains" text field. As previously mentioned, wildcards are accepted and you can separate multiple domains with a semicolon (for example, "\*sperrysoftware.com; \*sperrysoftware365.com").

- **Allowable Domains** – here the list of your domains can be specified. Wildcards (using an asterisk) can be used, and multiple domains can be included by separating them with a semicolon. For example, “\*sperrysoftware.com; \*sperrysoftware365.com”.
- **Clean Now** - This area allows you to run a cleaning operation immediately. It will use the options you’ve specified in the window (you must click Apply first).
- **Import** – If you previously had Outlook 2010, you may have generated an NK2 file (which was used to transfer autocomplete lists across machines). If you have one, then you can use this area to import those entries.

If you are finished making changes to the Settings, click “**Apply**”, then click “**OK**”.

## Troubleshooting

Q. The “Sperry Software Add-ins” button is not visible.

A. There could be several reasons for this. See this article to figure out how to resolve this problem:

<https://sperrysoftware.freshdesk.com/solution/articles/5000626926-i-installed-the-add-in-but-i-can-t-see-it-in-outlook->

Q. The “Sperry Software Add-ins” button does not pull up the Configuration window.

A. Run the add-in Reset tool.

The add-in reset tool can be downloaded from

<http://www.sperrysoftware.com/outlook/tools.asp>

Q. How can we contact you for more help?

A. For help on more in-depth issues, check out our [Knowledge Base](#) especially the FAQ about how to enter a bug report.