

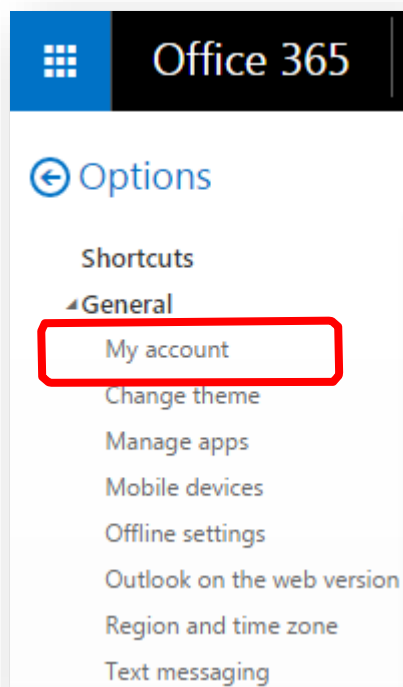
Changing Your Display Name in OWA

You can edit how an email you send looks to the recipient by following these steps after logging in to OWA here: <https://login.microsoftonline.com/>

Click the **Settings** button in the upper-right corner of the screen and select **Options**.



Under **General** on the left sidebar, click **My account**.



Then change the **Display Name** to how you want your name to appear in a recipient's inbox.

The screenshot shows a 'My account' settings page. At the top, there are 'Save' and 'Discard' buttons. Below the title, there is a profile picture placeholder and the name 'testme testme'. The page is divided into two columns of input fields. The left column includes: 'First name' (testme), 'Initials' (empty), 'Last name' (testme), 'Display name*' (testme testme, highlighted with a red box), 'User ID' (testme testme), 'Work phone' (empty), 'Fax' (empty), 'Home phone' (empty), and 'Mobile phone' (empty). The right column includes: 'Street' (empty), 'City' (empty), 'State/Province' (empty), 'Zip/Postal Code' (empty), 'Country/Region' (United States), 'Office' (empty), and 'Mailbox usage' (4.58 MB used. At 50.00 GB you won't be able to send mail.). A blue link 'Change your password' is also visible.