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.