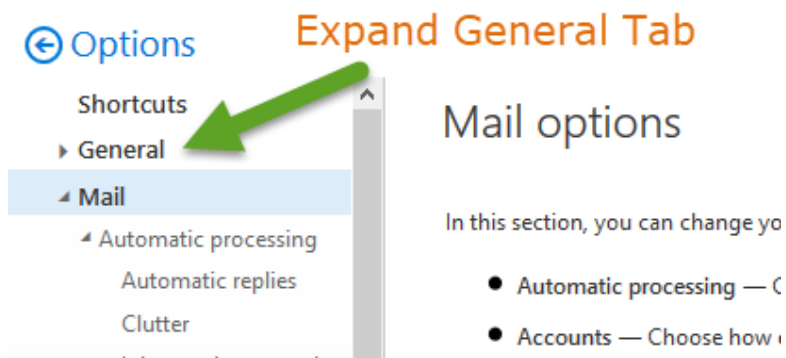


## Updating Your Name, Display Name, Address, and Phone Number in Office 365

To update your account, you need to log into Outlook on the Web, which Microsoft refers to as Outlook Web Access (OWA). Go to <https://outlook.office.com> to sign in.

Once signed in, click on the gear on the top right next to your name to open the Settings window. In the Settings window, near the bottom under *Your app settings*, click on **Mail**. (see right sidebar)

On the *Mail options* page, you will need to expand the **General** tab.



Once expanded, select **My account**. Make changes and then click Save (on the top above "My account"). You cannot change the User ID. It may take a while before the changes take.

