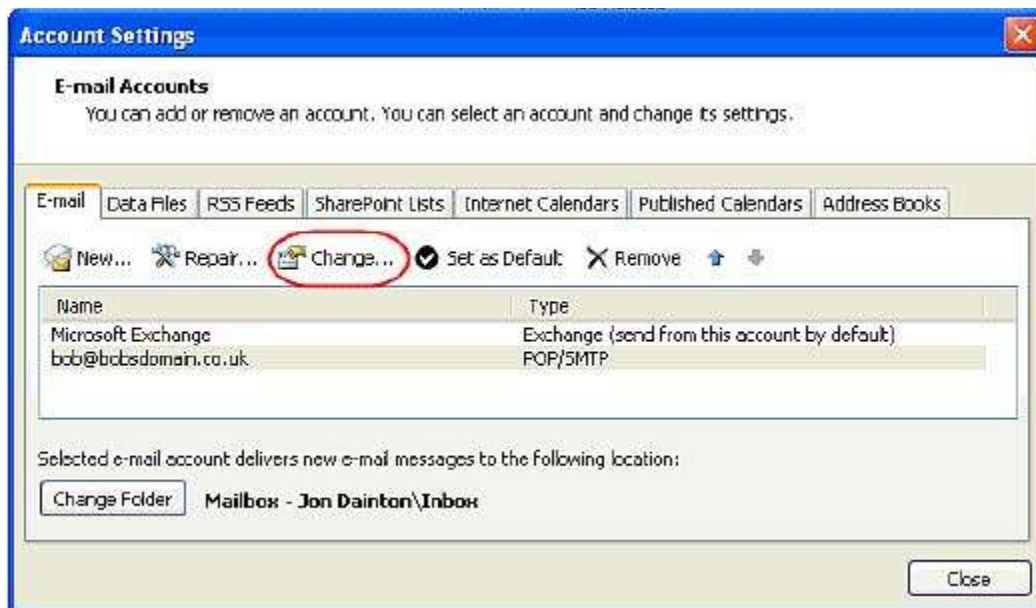


## Changing Password in Outlook 2007

**Step 1:** Open Outlook 2007.

**Step 2:** Click **Tools** then **Account Settings** in the drop down menu.

**Step 3:** Select the *E-mail* tab, then highlight your email account and click **Change**.



**Step 4:** Enter your new mailbox password in the text box provided and click **Next**.

**Change E-mail Account**

**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working.

**User Information**  
Your Name: bob@bobsdomain.co.uk  
E-mail Address: bob@bobsdomain.co.uk

**Server Information**  
Account Type: POP3  
Incoming mail server: mail.bobsdomain.co.uk  
Outgoing mail server (SMTP): smtp.bobsdomain.co.uk

**Logon Information**  
User Name: bob@bobsdomain.co.uk  
Password: \*\*\*\*\*  
 Remember password  
 Require logon using Secure Password Authentication (SPA)

**Test Account Settings**  
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)  
Test Account Settings ...

More Settings ...

< Back   **Next >**   Cancel

**Step 5:** Click **Finish** to save your changes, then **Close** to return you to Outlook 2007.