

## Change display name

1. Please click on the settings icon, click [Options].

III Mail					?
Search Mail and People	2			Refresh	5
Favorites		Inbox 002	Filter 🗸	Automatic replies Display settings	
Inbox				Manage add-ins	
Drafts Sent Items	3			Offline settings	
Deleted Items	2			Change theme	
Archive Junk Email				Options	

2. Click [General] to expand, then click on [My Account].

Fill in the 【Display Name\*】 field, enter the name you want to display, and then click 【Save】.

€ Options			
Shortcuts	Savo X Discard		
⊿ General			
My account	My account		
Change theme	5		
Distribution groups	First name		
Keyboard shortcuts			
Manage add-ins			
Mobile devices	Initials		
Offline settings			
Accessibility settings			
Light version	Last name		
Region and time zone			
Text messaging	▼		
⊿ Mail	Display name *		
<ul> <li>Automatic processing</li> </ul>	username		
Automatic replies			
Undo send	Email address		
Inbox and sweep rules			
Junk email reporting			