

Outlook Express

NAME SETUP

© Darry D Eggleston, 813.677.2871, DarryD@darryd.com

Click on the blue, underlined text to go to its linked reference.



Here is how to establish the name others see when you send them email using Microsoft Outlook Express.

1. Open MS Outlook Express.
 2. From the MenuBar, select *Tools > Accounts*.
 3. You will receive email for *any* account listed here. Ensure the one you want to modify is selected. Click on "Properties" (Figure 1).
 4. The "General" tab is selected automatically (Figure 2).
- 1 The account name, highlighted here, denotes which account you are editing.
 - 2 Your "Name" is the name that others see when you send an e-mail.
 - 3 The "E-mail Address" is the one you want others to see and use. Note that my account is really *darryd@earthlink.net* but I show *DarryD@earthlink.net* here so that those getting my emails can remember my address more easily.

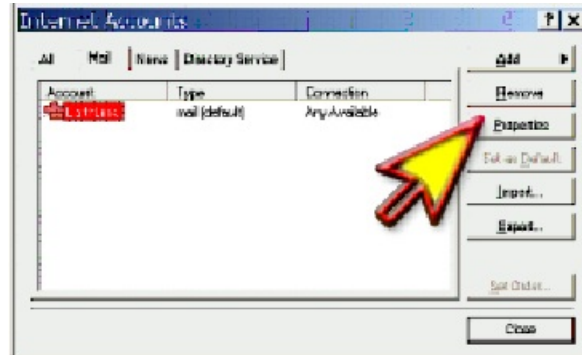


Figure 1



Figure 2

¹ Permission for reproduction in whole or in part is granted to computer user groups and other organizations for internal, non-profit use provided credit is given to the author along with the copyright notice: Article reprinted with permission. Copyright © 2007 Darry D Eggleston, <http://DarryD.com>.