

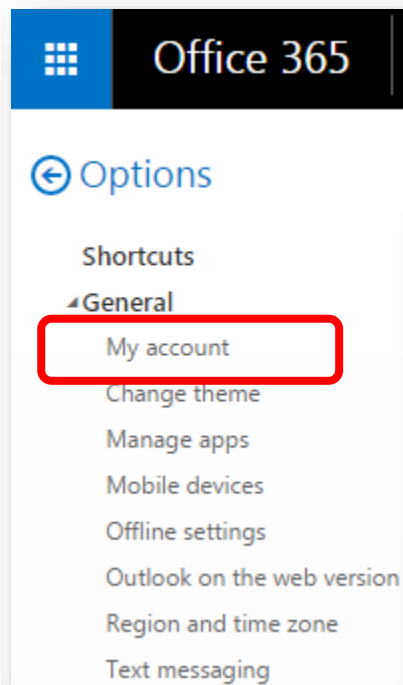
# Changing Your Display Name in OWA

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 **Sprocket** 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.

Save Discard

## My account

 testme testme

First name	testme	Street	
Initials		City	
Last name	testme	State/Province	
<b>Display name*</b>	testme testme	Zip/Postal Code	
User ID	testme testme	Country/Region	United States
Work phone		Office	
Fax		<a href="#">Change your password</a>	
Home phone		Mailbox usage	4.58 MB used. At 50.00 GB you won't be able to send mail.
Mobile phone			