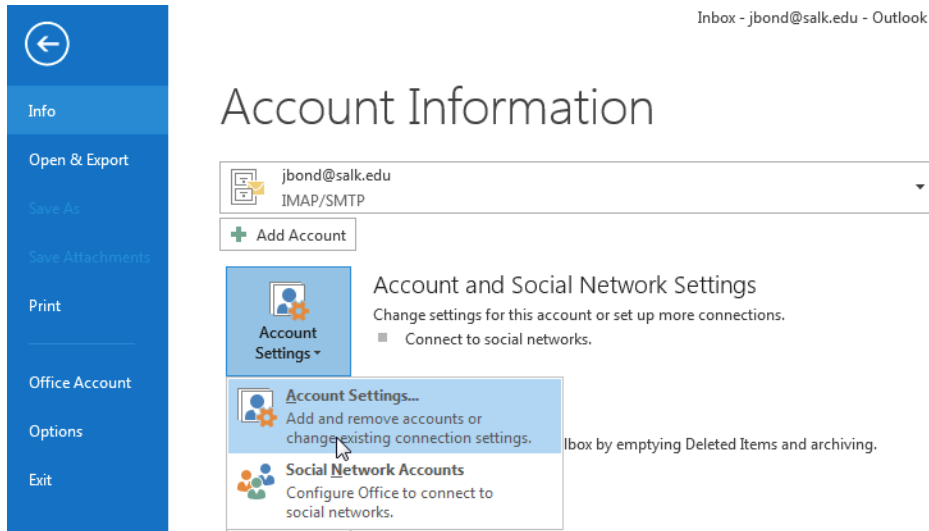


Outlook for Windows: Changing IMAP Password

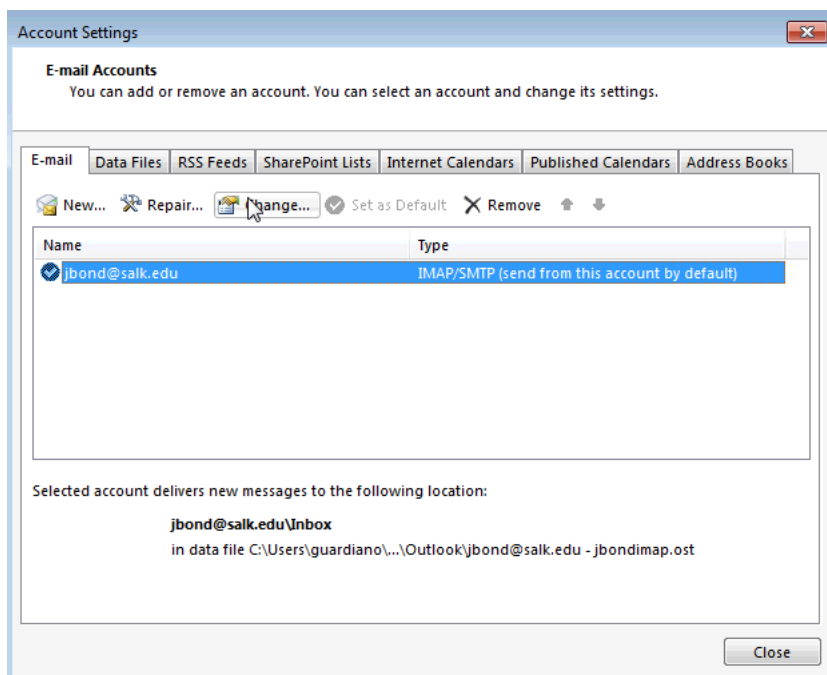
Step 1:

In Outlook 2013 and 2010: Click File in the upper left corner. Make sure the IMAP account is selected in the drop down box below Account Information. Then click “Account Settings.”

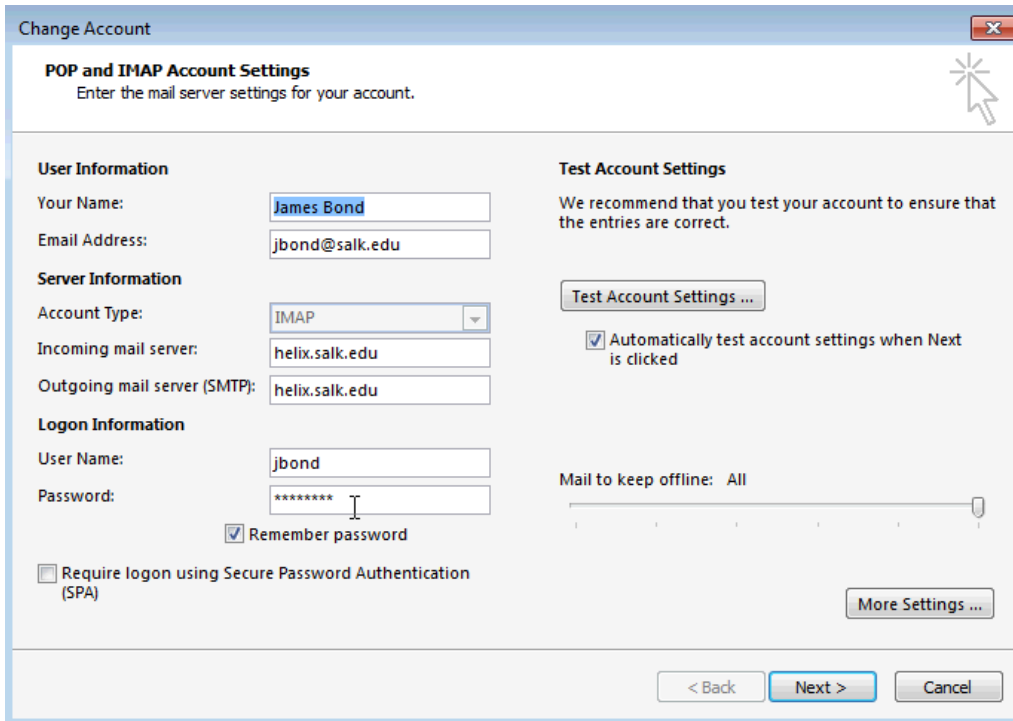
In Outlook 2007: Click the Tools menu and select “Account Settings.”



Step 2: In “Account Settings” make sure the IMAP account is highlighted and click “Change.”



Step 3: Update the password in the bottom field.



Step 4: Verify that the same password will be used for Outgoing Authentication. Click "More Settings" then check the Outgoing Server tab that the check box is ticked and "Use same settings..." is selected. Then click OK and in the next window Next, Finish.

