Outlook 2011 and 2016 - Updating Password for Exchange accounts

To update your password in Outlook 2011 or 2016, follow the steps below:

- 1. Start Outlook.
- 2. Click on the Outlook menu and select the Preferences option.



3. Click on the Accounts icon.



4. Select your account and update your password in the password field.

Show All	Acco	punts	
Default Account Salk jbond@salk.edu	8	Salk Exchange Account	
	Account description:	Salk	
	Personal information		
	Full name:	James Bond	
	E-mail address:	jbond@salk.edu	
	Authentication		
	Method:	User Name and Password	
	User name:	ad\jbond	
	Password:	······	
	Learn about Exchange acc	count settings Advance	d
+~ - *			

5. Click the close window icon; your changes should be saved automatically.

You have now updated your account password in Outlook.