

Instructions for renaming display in Outlook

Renaming the display in Outlook email lets you set the sender's name in the right situation, or in the case of transferring the Outlook work email, you need to reset the Outlook display name to make it easy to contact the partner, the customer. Renaming the display in Outlook is not too complicated, but needs to go through a few steps. Below we will show you the detailed steps to rename the sender in Outlook.

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Rename the display in Outlook on the Outlook email reader

If you are using Outlook 2016 to work, manage several different email addresses, follow the steps below to change the display name, making it easier for recipients to recognize you and not miss important information. Important:

1. Go to **File > Options > Advanced > click Send / Receive .**
2. Click **Edit .**
3. Select **Outlook.com/Hotmail** account on the left.
4. Click **Account Properties .**
5. Enter the display name for the account in the **General** tab.
6. Click **OK** until all dialog boxes close and you have returned to the main Outlook window.

Rename the display in Outlook on the browser

If you use Outlook on your browser, you can also change the name displayed in your Outlook email using the steps below:

1. Visit the address: <https://outlook.live.com> and log in to your Outlook email.
2. In the top right corner you enter the avatar image> **Edit profile .**
3. Select **Edit name** > enter **First name , Last name** and click **Save .**
4. In addition to changing the Outlook name, you can also change your avatar, birth date here.

Your info

Profile

Contact info



[Change picture](#)

 **Quantrimang .com**
[Edit name](#)

Hopefully with the simple steps above, you can change the name displayed on Outlook.

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