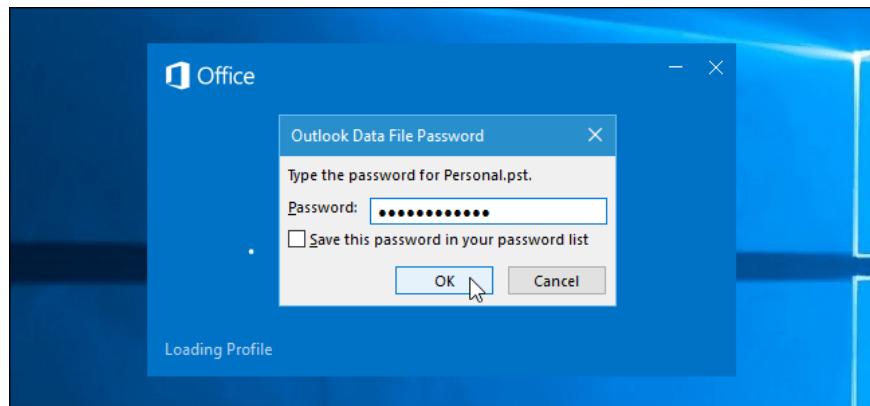


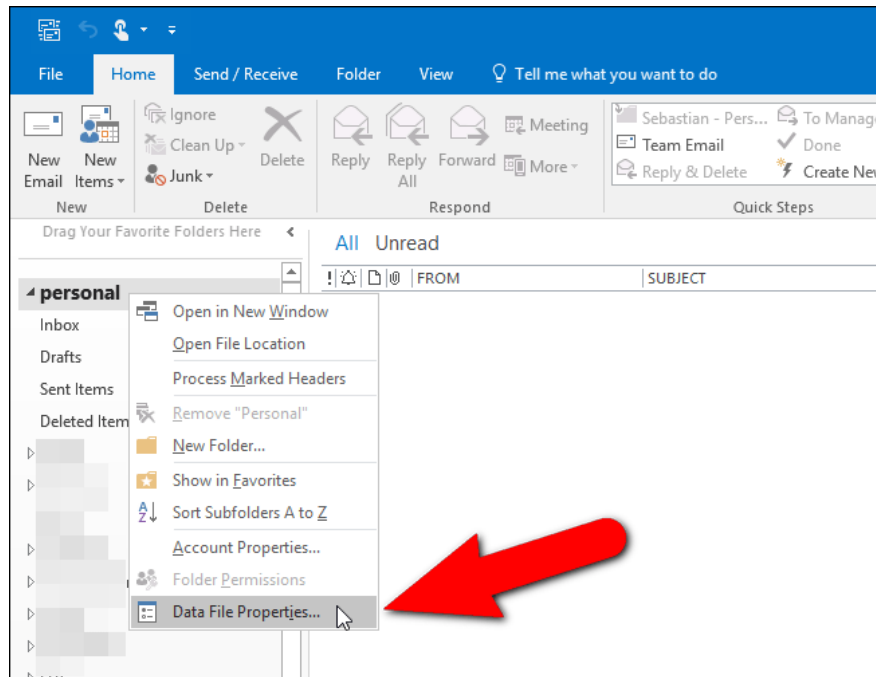
Instructions for setting up Outlook data protection password

To restrict unauthorized access to your Outlook account to steal data or take any other action, you should create a password to protect data in Outlook.

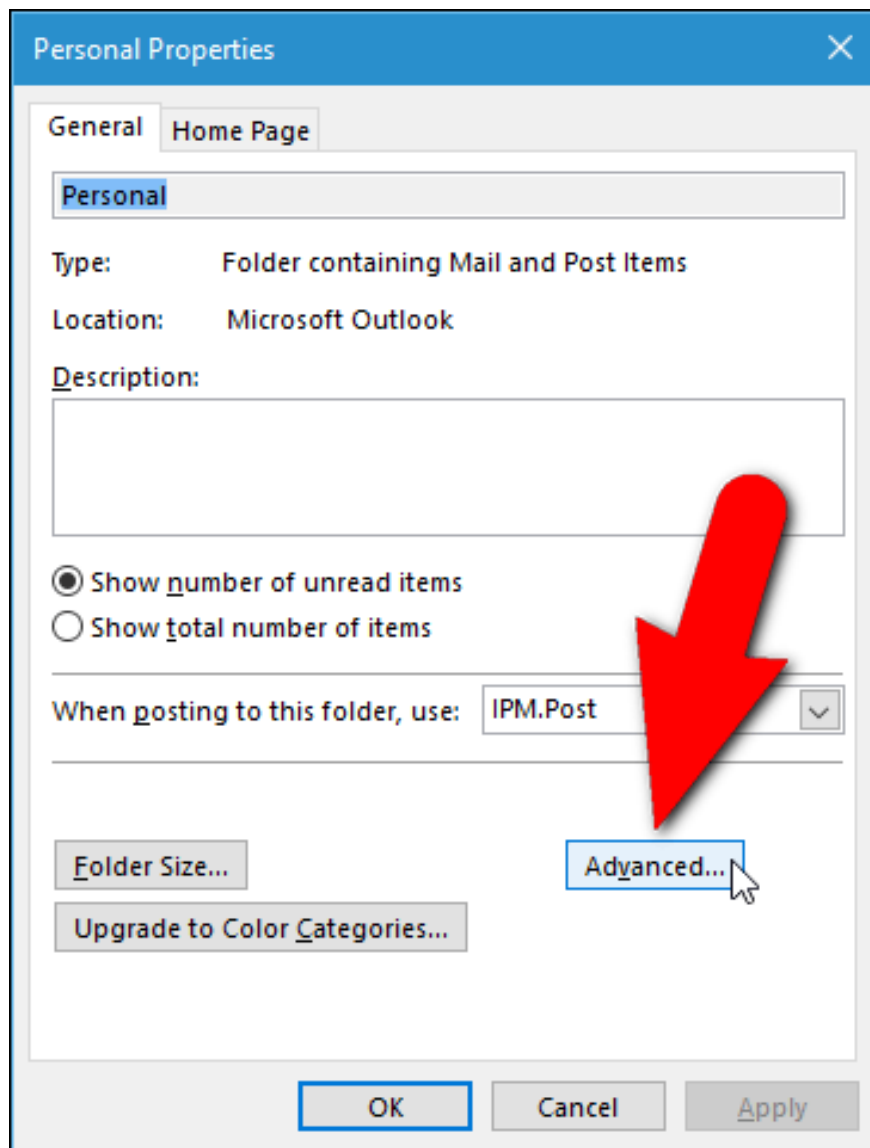
To restrict unauthorized access to your Outlook account to steal data or take any other action, you should create a password to protect data in Outlook.



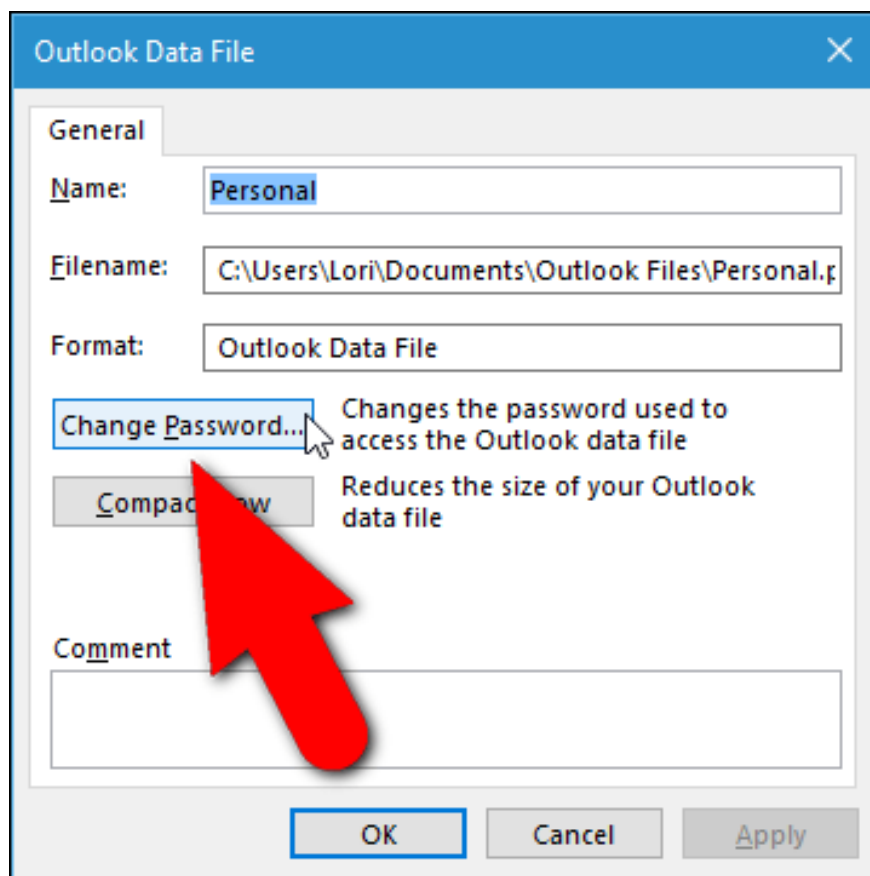
To set up an Outlook account password, right-click the account name in the left corner and select **Data File Properties** .



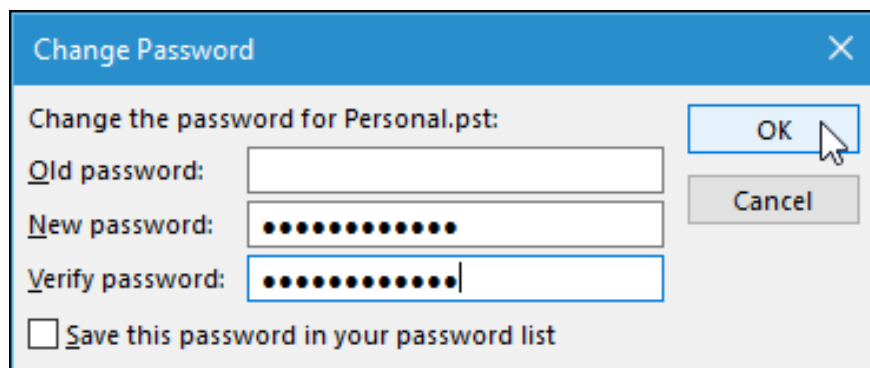
Now on the screen appears the Personal Properties dialog window. On the **General** tab , click **Advanced** .



Next, the Outlook Data File dialog box appears. Here you click **Change Password** .



Next enter the password you want to create in the **New Password** box and then confirm the password in the **Verify password** box .



If you created the previous password, you can change the new password by entering the old password in the **Old password** box and then entering the new password in the **New password** box and **Verify Password** to confirm the password.

In addition, if you do not want to enter the password each time you visit, check the box **Save this password in your password list**. However, if other people borrow your computer to use, they can access data on Outlook.

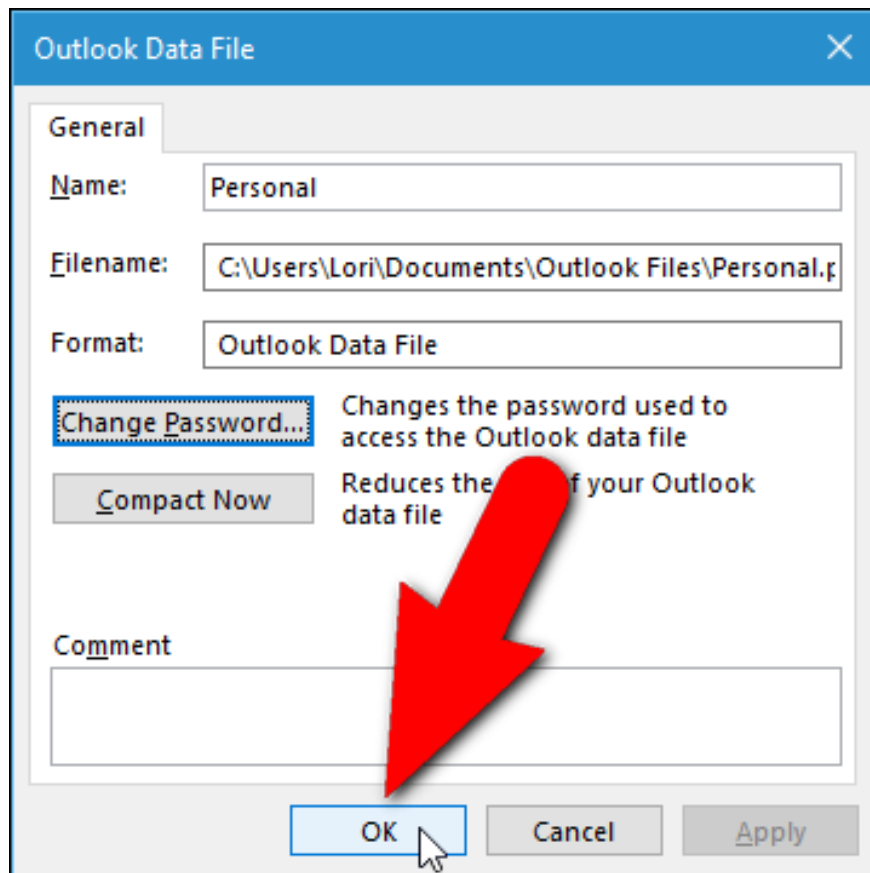
Note:

Should create strong passwords to ensure the safety of Outlook data files.

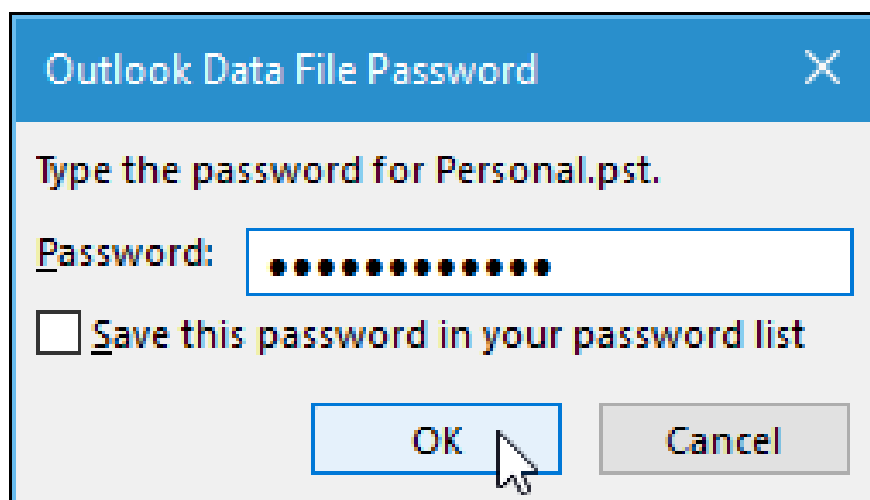
Do not use birthdays as passwords because others can easily guess.

After entering the password, click **OK** . Click **OK** to close the Outlook Data File dialog box.

Finally click **OK** to close the Personal Properties dialog box window.



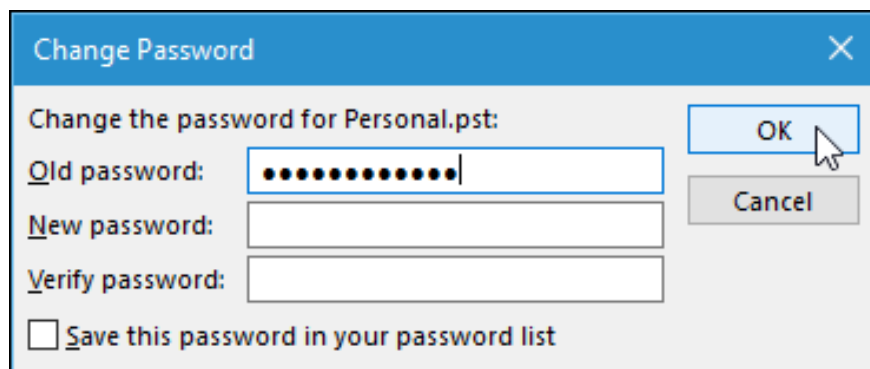
From now on every time you open Outlook, Outlook Data File Password will appear on the screen informing you to enter a password to access your Outlook account.



If you want to change or delete the password, follow the same steps to access the Change Password dialog box. Enter your current password in the Old Password frame.

To delete a password, leave the **New password** box and the **Verify password** box blank, do not enter anything.

If you want to change the password, enter the old password in the **Old password** box and then enter the new password in the **New password** box and confirm the password.



Refer to some of the following articles:

1. **Instructions for sending free SMS via Outlook**
2. **10 good tips to help you work more efficiently on Outlook**
3. **Instructions for installing and using Office 2016**

Good luck!

You finished reading the article "**Instructions for setting up Outlook data protection password**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.