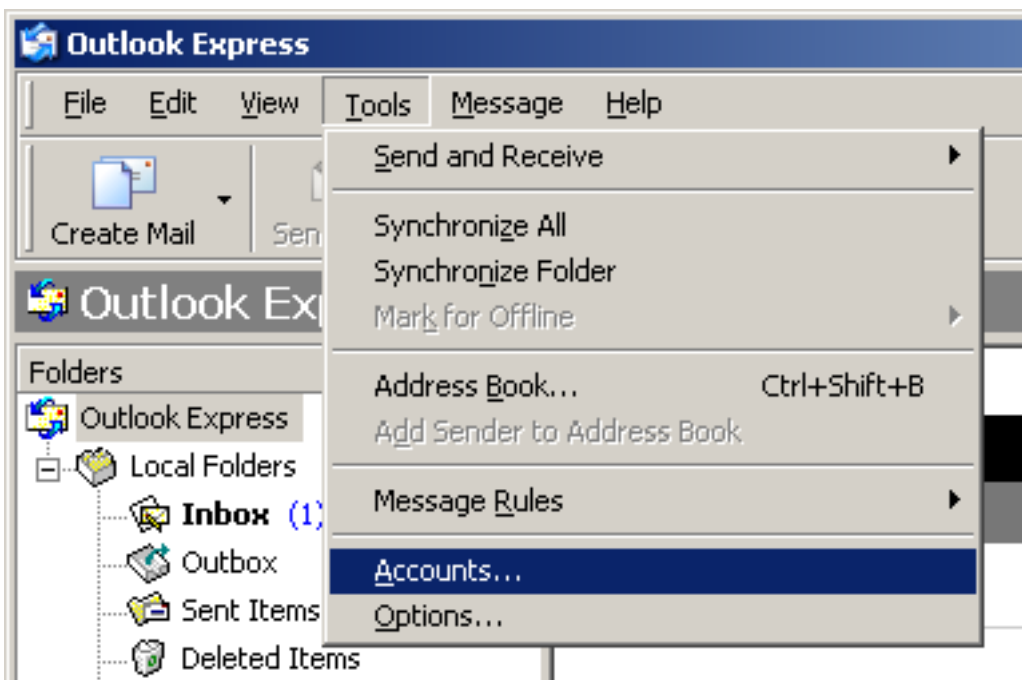


# Outlook Express

## How can I change my displayed name of sent emails in Microsoft Outlook Express?

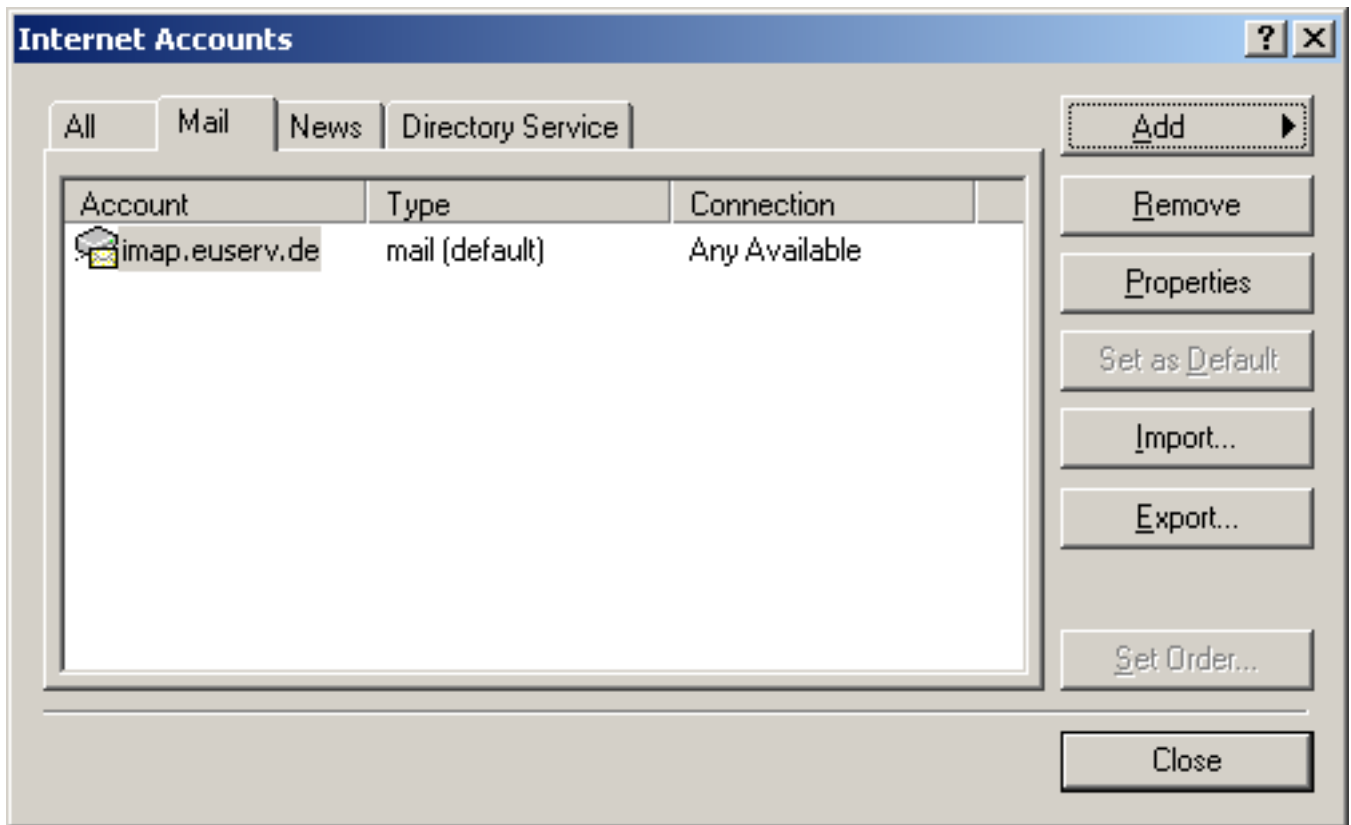
If you use your user name (**popxxx-xxxxxxxxxxxxxx**) as default name during the email account setup under Microsoft Outlook, this name **popxxx-xxxxxxxxxxxxxx [youremail@address.com]** will be displayed to the recipient of your email. To change the name of the sender, please proceed as follows:

Click on **Tools -> Accounts...**



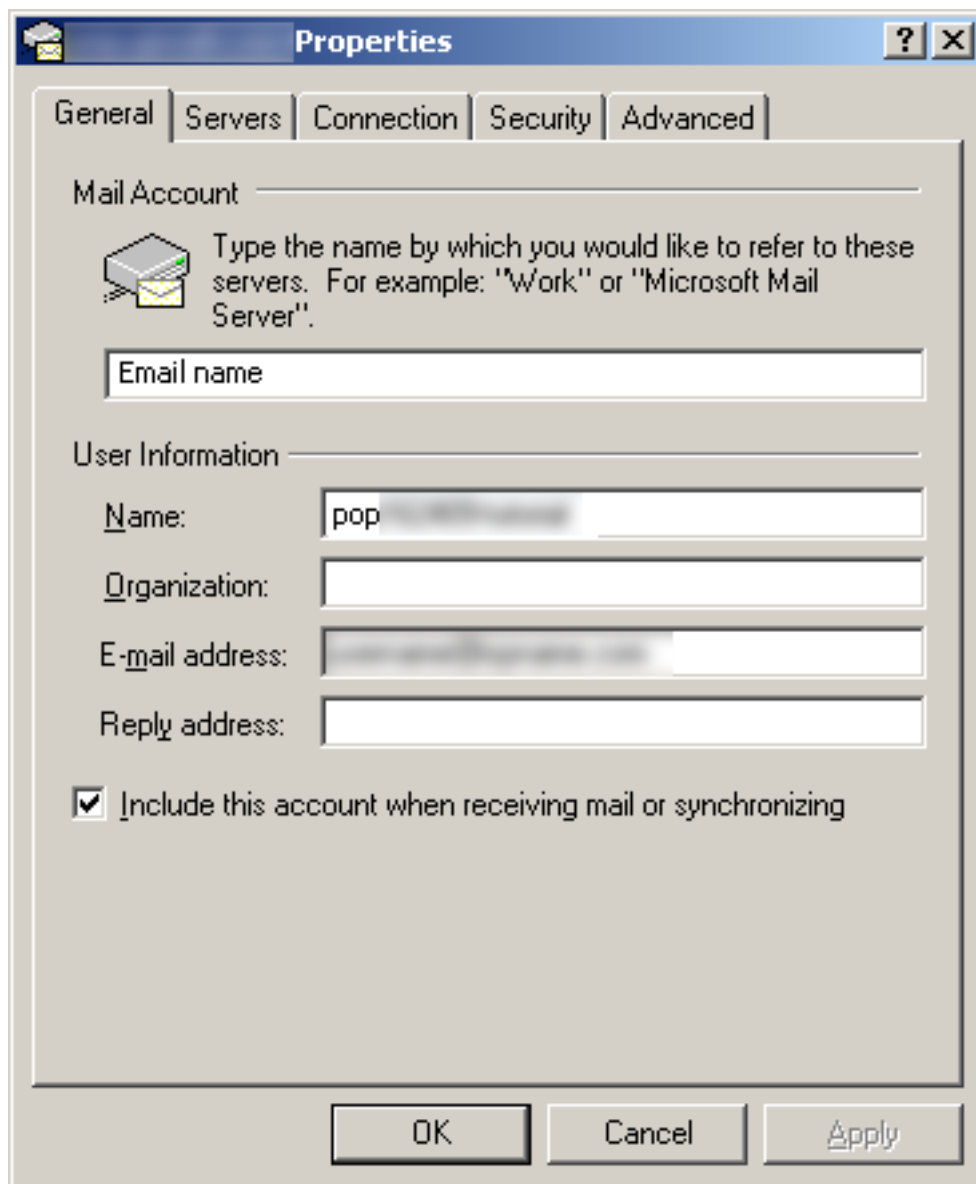
Click on the tab **Mail**, choose your email account and click on **Properties**.

# Outlook Express



In "User information" your "popxxx-xxxxxxxxxxxxxxx" should be shown under **Name**.

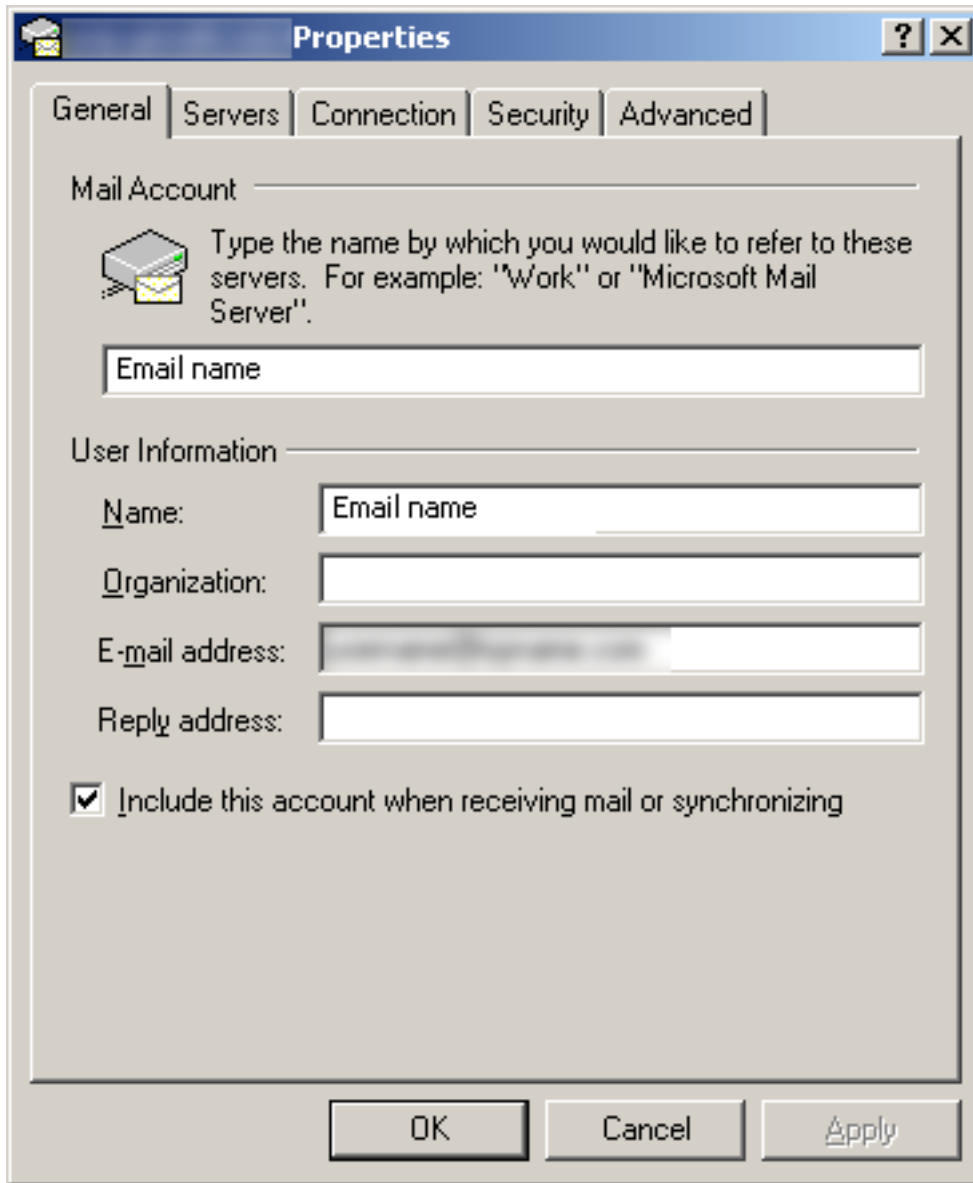
# Outlook Express



The image shows a screenshot of the Outlook Express Properties dialog box, specifically the General tab. The dialog box has a title bar with the text "Properties" and standard window controls (minimize, maximize, close). Below the title bar are five tabs: "General", "Servers", "Connection", "Security", and "Advanced". The "General" tab is selected. The "Mail Account" section is empty. Below it is a text box with a mail icon and the instruction: "Type the name by which you would like to refer to these servers. For example: 'Work' or 'Microsoft Mail Server'." Below this is an "Email name" text box. The "User Information" section contains four text boxes: "Name:" (containing "pop"), "Organization:", "E-mail address:", and "Reply address:". At the bottom of the "User Information" section is a checked checkbox labeled "Include this account when receiving mail or synchronizing". At the bottom of the dialog box are three buttons: "OK", "Cancel", and "Apply".

This is the name, that will be displayed to the recipient. You can change this value accordingly.

# Outlook Express



The screenshot shows the 'Properties' dialog box for an email account in Outlook Express. The 'General' tab is selected. The 'Mail Account' section has a text box containing 'Email name'. Below it, a message box with an envelope icon says: 'Type the name by which you would like to refer to these servers. For example: "Work" or "Microsoft Mail Server".' The 'User Information' section contains four text boxes: 'Name:' (containing 'Email name'), 'Organization:', 'E-mail address:', and 'Reply address:'. A checkbox labeled 'Include this account when receiving mail or synchronizing' is checked. At the bottom are 'OK', 'Cancel', and 'Apply' buttons.

Properties

General Servers Connection Security Advanced

Mail Account

Type the name by which you would like to refer to these servers. For example: "Work" or "Microsoft Mail Server".

Email name

User Information

Name: Email name

Organization:

E-mail address:

Reply address:

Include this account when receiving mail or synchronizing

OK Cancel Apply

Unique solution ID: #1509

Author: EUserV Kundensupport

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