



How do I change the password I have saved in Outlook or Outlook Express?

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Outlook Express

- Open Outlook Express
- Go to **Tools** and then **Accounts**
- Click on the **Mail** tab
- Click to highlight the account you wish to edit and click the **Properties** button
- Click on the **Servers** tab
- In the **Password** box enter the new password
- Click **Apply** then **OK**

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Outlook

Outlook 2003

- Open Outlook
- Go to **Tools** and then **E-Mail Accounts**
- Check that View or Change existing e-mail accounts is selected, then click **Next**
- Click on the account you want to edit and click the **Change** button
- Remove the tick from the **Remember Password Box**
- Change the password for the account
- Click on **Next** and then on **Finish**

Outlook 2007

- Open Outlook
- Go to **Tools** and then **Account Settings**
- Select the account that you want to modify, then click **Change**
- Under **Logon Information** , in the **Password box** , type in your new password
- Select the **Remember Password** check box

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Windows Mail

- Open Windows Mail
- Go to **Tools** and then **Accounts**
- Click on the **Mail** tab
- Click to highlight the account you wish to edit and click the **Properties** button
- Click on the **Servers** tab
- In the **Password** box enter the new password

Click **Apply** then **OK**

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